

CITY OF ASTORIA, OREGON
AND
ASTORIA DEVELOPMENT
COMMISSION

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2019

CITY OF ASTORIA, OREGON

Adopted Budget Document

Year Beginning July 1, 2019

Prepared by:

**Brett Estes City Manager
Budget Officer**

**CITY OF ASTORIA,
OREGON**
Adopted Budget
Year Beginning July 1, 2019

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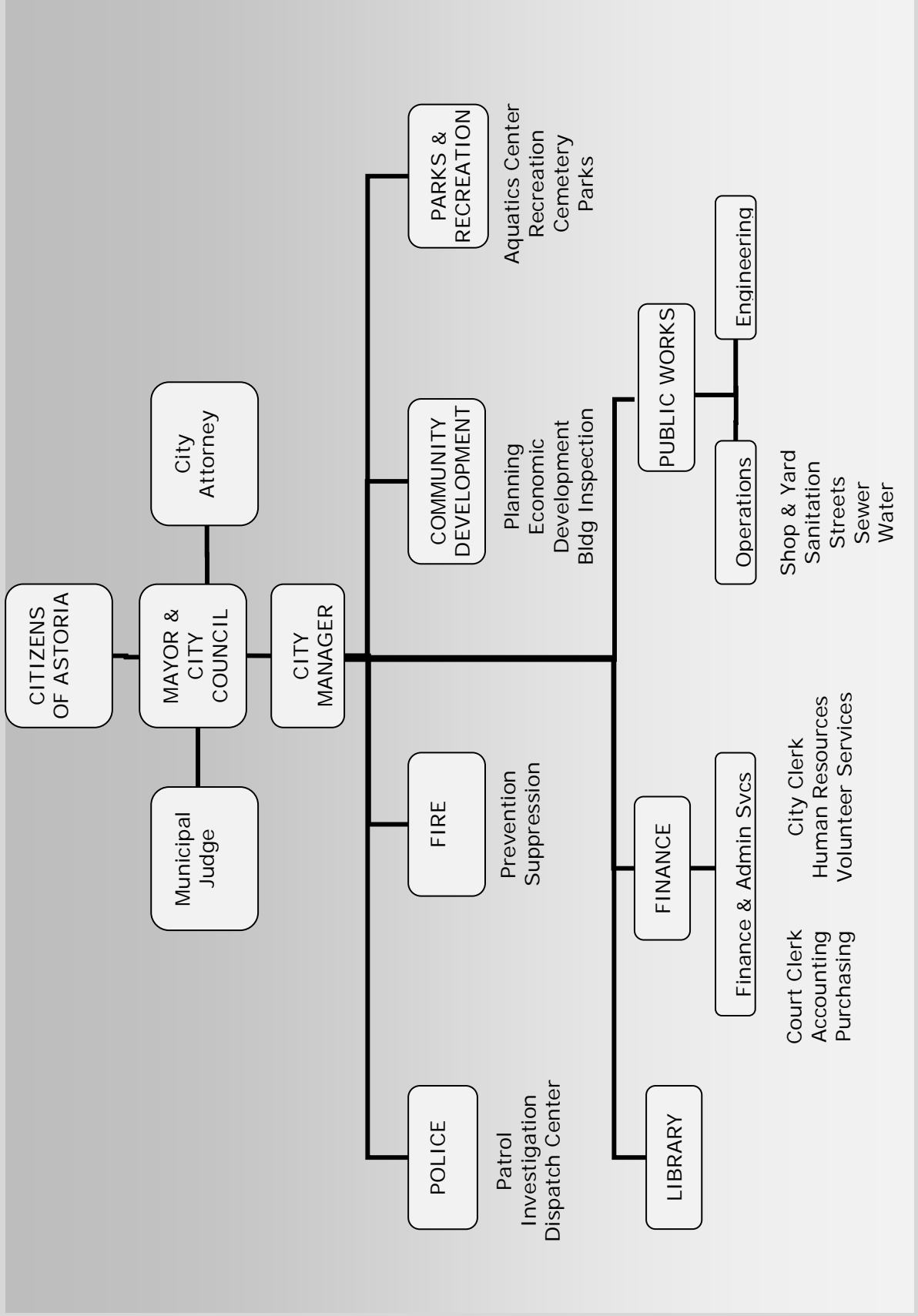
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2019

Honorable Bruce Jones, Mayor

BUDGET COMMITTEE

Bruce Jones, Mayor	Term Expiration 12/31/2022	Andrew Davis	Term Expiration 12/31/2020
Roger Rocka, Councilor	12/31/2022	Richard Hurley	12/31/2021
Thomas Brownson, Councilor	12/31/2020	Loran Mathews	12/31/2020
Joan Herman, Councilor	12/31/2022	Chris Breitmeyer	12/31/2020
Jessamyn Grace West, Councilor	12/31/2020	Andrea Mazzarella	12/31/2020

CITY MANAGER

Brett Estes, City Manager

ADMINISTRATIVE STAFF

Blair Henningsgaard	City Attorney
Kristopher A. Kaino	Municipal Judge
Susan Brooks	Director of Finance & Administrative Services
Brett Estes	Interim Community Development Director
Dan Crutchfield	Fire Chief
Geoff Spalding	Police Chief
Timothy Williams	Parks and Community Services Director
Jimmy Pearson	Library Director
Jeff Harrington	Public Works Director



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April 18, 2019

Honorable Mayor Bruce Jones,
Councilor Joan Herman, Councilor Tom Brownson,
Councilor Jessamyn Grace West, Councilor Roger Rocka,
Budget Committee and Citizens:

The City of Astoria provides a broad range of services for its residents. Among the core services are public safety inclusive of fire, police, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services, a parks and recreation system which includes over 60 facilities, an aquatic center and a perpetual care cemetery and a public library. Services locations range from Oceanview Cemetery in Warrenton to a 3700 acre watershed and reservoirs located east of Astoria. The budget has been prepared to address department requirements as well as accomplishing Council goals in providing resources for daily activities while keeping an eye open for opportunities and enough capacity to be flexible for unforeseen events.

As an organization, the City enters this fiscal year with a full time workforce of 105 employees, part-time labor ranges between 100 to 120 individuals, a variety of volunteers and a total budget of \$ 44,180,951.

Revenue will cover the FY 2019-20 expenditures in the general fund and beginning fund balance will be utilized to budget for professional services to enable many long standing projects to reach completion in the coming year. Utilizing available beginning funds is attainable as the City has experienced some longer term vacancies in the current fiscal year and is projecting a contingency balance of \$ 3,785,400 which will provide sufficient cash flow to cover 4.5 months of straight-line budgeted expenditures in the General Fund. The General Fund requirements anticipate maintaining a transfer to Parks Operation Fund of \$ 971,110 and transferring the anticipated 2% transient room tax collections which were implemented January 1, 2018 and are subject to a 70% distribution to tourism. The appropriations for the General Fund have increased by \$ 535,537 with \$ 440,660 attributable to personnel services, \$ 180,655 overall in material and services and reduction in transfers in the amount of \$ 85,778. The International Association of Fire Fighters (IAFF) agreement ended June 30, 2018 and negotiations are in process. Negotiations have begun with Astoria Public Safety Association (police and dispatch) and Parks and General Teamsters contracts which will both end June 30, 2019. Evaluation of all service levels have been budgeted with a mindset toward long-term sustainability which is a constant and continual consideration for the overall budget. Increases in personnel services include current authorized positions and do not anticipate further additions at this time.

Personnel services represent a significant investment and is the largest expense a City can make to ensure assets, infrastructure and talent are maintained while constantly preparing for future trends, opportunities and challenges. To that end the City strives to never lose sight of attracting and retaining top talent. This is achieved by offering training, providing competitive benefits and celebrating the hard work and achievements achieved on behalf of the City every day. Residents should feel confident of the service and care provided at a fair and reasonable rate. This budget includes funds to address internal pay equity issues in compliance with recently enacted Oregon law and annual minimum wage increases. We look forward to negotiations and renewal of

contracts with the International Association of Fire Fighters (IAFF), Astoria Public Safety Association and Parks and General Union. The cost of materials and services vary every year as needs arise but are proposed at levels similar to FY 18-19. Notable exceptions include training costs increases which include confined space rescue training and additional offerings for newly hired staff. Additionally with the work on the Waterfront Bridges Project a Single Audit will be required in FY 18-19 and the additional cost is included in the Finance Department. Limited resources are available for the City Capital requirements. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules for all capital items and replacement has been deferred as available resources have been prioritized. Staff maintains a sharp eye on budgets, programs, projects and funding sources while balancing the requirements and resources on a routine basis.

The fiscal indicators for the City and the State show a continued period of recovery. Resources through state and federal grants are waning, regulatory limitations continue to be placed on avenues previously available to generate revenues, interest rates continue to slowly rise and investment oversight is complicated and limiting. These areas of fiscal concern call for strong leadership, flexibility to effectively leverage limited resources and the tenacity to manage the daily operations of the City while anticipating and preparing for challenges and opportunities in the future.

With the aforementioned in mind, the following presents some of the highlights for the 2019-2020 fiscal year budget, for the City of Astoria:

GENERAL FUND

Beginning Fund Balance / Contingency

The beginning fund balance at July 1, 2019 is projected to be in the range of \$ 3,835,400 or 38 % of total budgeted requirements. The proposed budget for FY 2019-20 anticipates a decrease in the ending fund balance of the year of \$ 50,000. The ending fund balance covers approximately four months of straight-line General Fund expenses. The available ending fund balance is critical to meet cash requirements until property tax collections begin in November.

General Fund Resources / Expenditures

The proposed budget is based on projected total resources of \$ 13,860,922. The prior year resources were \$ 12,084,375. This is an increase of \$ 1,776,547. This difference is attributable to the increases in property tax, addition of marijuana tax revenues, as well as 30% of Transient Room Tax increase, beginning fund balance increase and regular Transient Room Tax collection increases which began January 1, 2018.

The primary expenditures of General Fund departmental budgets are "Personnel Services", "Materials and Services" and "Transfers to Other Funds". Personnel Services, comprised of salary and benefit expenses, are projected to be \$ 6,592,330. The prior year personnel expenses were budgeted at \$ 6,151,670. This represents an increase of \$ 440,660 or 7.2 %. The increase relates to contractual and projected wage adjustments, including step increases, stability pay, retirement contribution increases and adjustments to address pay equity issues to comply with State requirements. "Materials and Services" are projected to be \$ 1,880,770. The prior year Materials & Services were \$ 1,700,115. This represents an increase of \$ 180,655 or approximately 10.6 %.

Each year, General Fund resources are transferred to support activities in other Funds. The transfers, budgeted under the category of “Transfers to Other Funds”, are proposed as follows:

- \$ 1,111,110 to the Parks and Recreation Fund (158).
- \$ 443,912 to the Emergency Communication (911) Fund (132).
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 6,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)

The total General Fund transfers are \$ 1,602,422. This is a reduction of \$ 85,778 from the FY 18-19.

CAPITAL IMPROVEMENT FUND

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 1,520,000. The healthy beginning fund balance is due in part to the reserve of \$ 750,000 for the Astor Library remodel. Expected revenues from timber sales and state shared revenues combine to provide for additional resources of \$ 481,000. A transfer of \$ 76,500 is budgeted to be received from the 17th Street Dock Fund and interest estimates have increased to \$ 17,700 for FY 19-20.

There are planned capital expenditures of \$ 582,720 and debt service payments for capital leases and loans amounting to \$ 148,080 for the year. It should be noted the Safeway property loan was paid off as of July, 2018. This budget provides a contingency of \$ 200,000, retaining \$ 750,000 for future support of the Library Project and providing an ending fund balance of \$ 114,050. The capital expenditure items in the 19-20 budget are as follows:

- \$ 46,500 City Hall capital expenditures
- \$ 208,000 Parks & Recreation capital expenditures.
- \$ 82,500 Library capital expenditures
- \$ 117,950 Public Safety capital expenditures.
- \$ 106,270 Technology capital expenditures.
- \$ 148,080 Lease payments for public safety vehicles, adding a lease for two new police vehicles and recognizing prior lease commitments.

PUBLIC WORKS FUND / PUBLIC WORKS IMPROVEMENT FUND / CSO PROJECT FUNDS

The Public Works Fund supports the day-to-day operations and maintenance of the City’s Public Works infrastructure. The Public Works Improvement Fund is reserved for major capital repair and replacement of that infrastructure, including debt service on long term improvements. These two Funds receive their resources primarily from water and sewer rates. The CSO Project Funds budget resources for the combined sewer overflow (CSO) program. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA).

Water and Sewer Rates

The fiscal year 2019-20 Public Works budget contains a 1 % increase in sewer and water rates, respectively with no increase to the CSO surcharge of 97 %. The proposed rate increase would

increase the average monthly residential bill approximately \$ 1.44 each month, based on utilization of 7,500 gallons of water.

Public Works Budget

The Public Works budget for fiscal year 19-20 projects estimated resources of \$ 7,669,585 with expenditures of \$ 7,516,580 and a contingency of \$ 153,005.

Public Works Improvement Fund

The Public Works Improvement Fund budget for FY19-20 proposes estimated resources of \$ 2,218,720 with expenditures of \$ 2,059,350, leaving a contingency and ending fund balance of \$ 159,370.

The proposed budget anticipates purchase of a new street sweeper with a five year lease schedule which is included in debt service.

Proposed expenditures for FY 19-20 are as follows:

- \$ 423,350 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 250,000 Water main rehabilitation/replacement projects
- \$ 250,000 Sewer main rehabilitation/ replacement projects
- \$ 210,000 Stormwater rehabilitation/replacement projects
- \$ 300,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 63,000 Street Pavement Markings and Street End projects
- \$ 55,000 CSO Modeling expense
- \$ 150,000 Water System Master Plan update
- \$ 5,000 Water Rights
- \$ 353,000 Capital Outlay

Other Major Projects within Public Works

In addition to the above Public Works Improvement Fund projects, Public Works will also be involved in the following projects during the coming fiscal year:

- Construction management of the waterfront bridges project
- Highway 202 sidewalk project
- Planning for next CSO project
- Planning for wastewater treatment plant upgrades project

Combined Sewer Overflow (CSO) Funds

In accordance with requirements of State and Federal law the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and the Oregon Infrastructure Financing Authority (IFA). The loans are programmed to be paid back through a CSO surcharge on sewer billings. The CSO projects have been planned in seven phases running through the year 2028 and is projected at a cost range of \$ 49,500,000 to \$ 50,000,000. The two remaining areas where major projects are targeted are

around Portway Street and 33rd Street. The next few years will be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as scoping the next construction projects and researching funding options.

CSO Debt Service Fund

The total borrowing to date is approximately \$ 31,403,594. Outstanding debt as of June 30, 2018 was \$ 22,443,785. The CSO Debt Service Fund accounts for the sewer surcharge and also tracks the City's payments of principal and interest on the loans. The surcharge is the minimum needed to cover the required loan payments, fund reserves and ongoing CSO costs. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 97 %. City Public Works staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028 and is continuing to review the future requirements and possible extensions as data is gathered and reviewed on completed sections. As a result of the initial extension, loans will be paid off before others come due and assists with smoothing both the debt and the related CSO surcharge required to meet debt obligations. Initial projections of 110% in year 2021 and 151% in 2025 should not be necessary given the current obligations and timelines. For FY 19-20 no change is proposed to the surcharge rate as sufficient funding is available to cover debt service and provide the required fund reserves.

The requirements of the surcharge include debt service of \$ 1,768,010 for FY 19-20 and \$ 44,300 is budgeted for DEQ administrative services related to monitoring.

PARKS OPERATION FUND

The Parks Operation Fund, #158 is organized into three departments: Aquatics; Recreation/Administration; and Maintenance.

For FY 19-20 the resources for these three functions are budgeted at \$ 3,320,810. Over past years, tremendous efforts have been made to analyze revenues and expenditures and to develop budgets which include necessary resources to provide robust and financially viable parks services. This budget puts forth a realistic expectation of expenditures and resources with understanding operations are still managing transition. Parks staff is closely managing actual expenditures to the current budget expectations. The current budget anticipates a beginning fund balance of \$ 510,000 which reflects the transitions of hiring staff and savings experienced due to the vacancy of the Director position. An additional \$ 50,000 was provided from the Promote Astoria Fund in FY 18-19 to ensure a realistic working budget during transition and this amount has been removed from the current resources. The anticipated resources from the 2% transient lodging tax increase comprised of \$ 320,200 from Promote Astoria and \$ 140,000 from the General Fund for a total transfer of \$ 460,200. While great strides have been made during FY 18-19, with the transition in the Parks and Recreation Director, staff continues to work on development of processes and evaluation of programs and priorities.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March, 2000. The resources of the Building Inspection program for Fiscal Year 19-20 are budgeted at \$ 418,500 which includes a beginning fund balance of \$ 214,200. The ending fund balance and contingency total \$ 128,940. Proposed expenditures for FY 19-20 include a full-time building inspector and administrative assistant. A transfer of \$ 20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

PROMOTE ASTORIA FUND

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund for 9% of transient room tax collection. 70% of an additional 2% imposed effective January 1, 2018 are meant to cover costs associated with Parks facility costs and are estimated to be \$ 320,200 for FY 19-20 which will be transferred to the Parks Operation Fund. The beginning fund balance is projected to be \$ 1,252,000 with an ending contingency and fund balance of \$ 917,230.

Major expenditures for FY 19-20 are as follow:

- \$ 234,160 Astoria/Warrenton Chamber of Commerce / Lower Columbia Tourist Committee
- \$ 185,680 Care & Maintenance of City Owned Tourism Facilities
- \$ 320,200 Transfer to Parks Operations for Tourism Related Facilities
- \$ 161,930 Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$ 573,000 Riverwalk Trestles
- \$ 40,000 Astoria Historic Downtown Development Assoc.
- \$ 63,550 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 22,000 Downtown District Parking Enforcement
- \$ 10,000 Credit Card Fees

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund is budgeted at \$ 450,112. This represents an increase of 7.0% over the prior year. For the 19-20 budget year, the budget to defray the cost of General Fund services is \$ 25,000.

CONCLUSION

The proposed budget for FY 19-20 is adjusted to provide sustainability and cash reserves. It was designed to balance, prioritize and provide realistic service levels for our citizens while incorporating the goals adopted by the City Council for the coming year and is ready for review by the Budget Committee.

The Finance Department staff has assisted with the preparation of this budget.

Respectfully submitted,

THE CITY OF ASTORIA


Brett Estes
City Manager / Budget Officer

BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2019

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
General Fund (by department):										
City Council	4,440	10,800						15,240		15,240
City Manager	324,330	16,800						341,130		341,130
Municipal Court	79,520	81,750						161,270		161,270
Finance	699,580	98,505						798,085		798,085
City Attorney		89,000						89,000		89,000
Community Development	379,060	115,685						494,745		494,745
City Hall	13,960	47,587						61,547		61,547
Non-Departmental - Unallocated	3,900	750,618		1,602,422				2,356,940		2,356,940
Fire	1,849,550	283,510						2,133,060		2,133,060
Police	2,809,170	234,530						3,043,700		3,043,700
Library	428,820	151,985						580,805		580,805
Other	-	-					3,785,400	3,785,400		3,785,400
Total General Fund	6,592,330	1,880,770		1,602,422			3,785,400	13,860,922		13,860,922
Capital Improvement		300,450	582,720		148,080			1,231,250	863,950	2,095,200
Unemployment		20,000					5,000	25,000	17,260	42,260
Revolving Loan		123,170					5,050	128,220	0	128,220
Community Development Block Grant		327,000					0	327,000	0	327,000
Building Inspection	239,770	28,990		20,800			50,000	339,560	78,940	418,500
Emergency Communications	1,292,600	177,490	168,000	25,000			150,000	1,813,090	400,223	2,213,313
Special Police Projects		15,730					1,500	17,230		17,230
Parks Project		25,000					15,900	40,900	40,900	40,900
Maritime Memorial		11,100			10,000			21,100		21,100
Parks Operation (by department):										
Aquatics	630,010	305,930						935,940		935,940
Recreation/Administration	1,074,450	208,690					100,000	1,383,140	358,470	1,741,610
Maintenance	410,930	232,330						643,260		643,260
Total Parks Operation	2,115,390	746,950					100,000	2,962,340	358,470	3,320,810
Astoria Road District		95,000	250,000	635,000				545,000	170,210	715,210
State Tax Street								735,000	124,600	859,600
Trails Reserve		54,780						54,780		54,780
Public Works Improvement		983,000	353,000	300,000	423,350			2,218,720	322,860	2,218,720
Public Works Capital Reserve		50,000	761,640					911,640		1,234,500
CSO Projects										
Waterfront Bridge Replacement Project			621,935	150,450	17,000			638,935	93,400	638,935
Local Improvement Debt Service							20,000	170,450		263,850
E: Astoria Waterline Debt Service										

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
7th Street Dock LID				150,000	1,768,010		50,000	2,012,310	600,890	2,613,200
CSO Debt Service		44,300								
Public Works (by department):										
Engineering	1,098,290	109,700	5,000					1,212,990		1,212,990
Shop and Yard	460,190	140,510	13,400					614,100		614,100
Streets	316,790	319,250	3,700					639,740		639,740
Sanitation	50,960	35,760	-					86,720		86,720
Sewer	636,050	656,900	17,100	798,250				2,108,300		2,108,300
Stormwater	111,930	121,450	23,500					256,880		256,880
Water	1,054,280	613,900	48,500	881,170				2,597,850		2,597,850
Other	-	-	-	-	-	-	153,005	153,005	-	153,005
Total Public Works	3,728,490	1,997,470	111,200	1,679,420	-	-	153,005	7,669,585	-	7,669,585
Landfill Reserve										
Cemetery			38,826					38,826		38,826
17th Street Dock	35,000	123,000	347,000	146,500	135,570		50,000	837,070	3,520	840,590
Aquatic Facility Trust		1,060						1,060	6,390	7,450
Astoria Public Library Endowment		32,380	5,000					37,380	111,920	149,300
Cemetery Irreducible								-	903,800	903,800
Promote Astoria		742,320	573,000	320,200			350,000	1,985,520	567,230	2,552,750
Logan Memorial Library			926,400					926,400		926,400
Library Renovation			8,000					8,000		8,000
TOTAL ALL FUNDS	14,003,580	7,779,960	4,746,721	5,029,792	2,502,010	-	5,495,225	39,557,288	4,623,663	44,180,951



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GENERAL FUND

FUND: GENERAL

The following pages contain summary information of resources and expenditures for the budgetary departments of the General Fund. Those departments are:

City Council
City Manager
Municipal Court
City Attorney
Finance
Community Development
City Hall
Non-Departmental
Fire
Police
Library

For FYE June 30, 2020, the General Fund expects to receive 46.4 % of resources are derived from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

The departments of the General Fund provide a variety of services both to the residents of the City, and to other departments. These activities are covered more specifically in each department's portion of the following pages.

Beginning with FYE June 30, 1998, based upon Measure 50, the Oregon Department of Revenue established permanent tax rates for local governments. The City's permanent rate is \$ 8.1738 per \$ 1,000 of assessed property valuation. This means the City's property taxes will vary from year to year, depending on the change in assessed value.

All departments within the General Fund are overseen by a director who is responsible to the City Manager. The City Manager is responsible to the City Council.

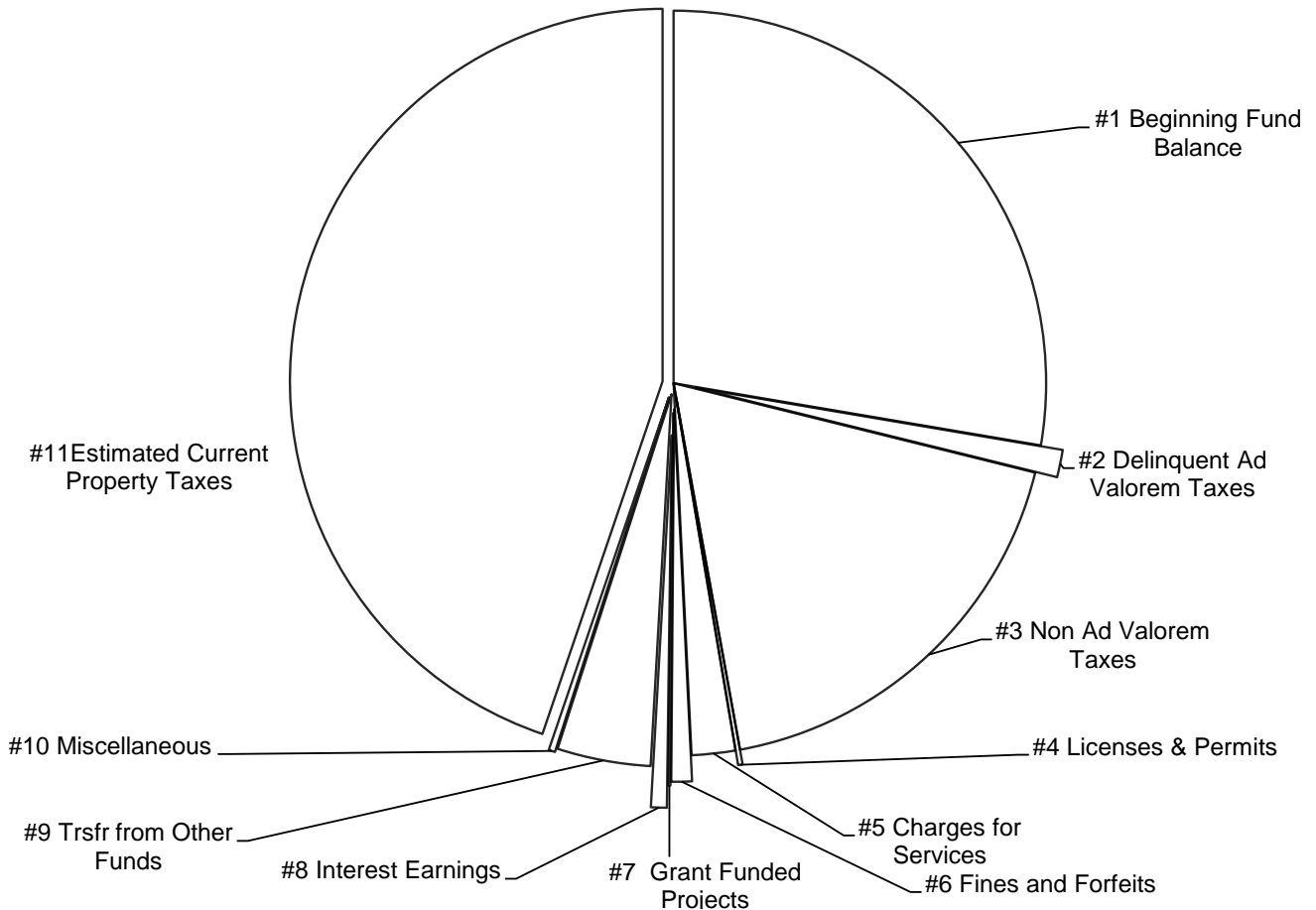
City of Astoria, Oregon
Budget Document

GENERAL FUND

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
Resources						
3,104,550	3,458,303	2,557,400	Beginning Fund Balance	3,835,400	3,835,400	3,835,400
173,257	157,489	190,000	Delinquent Ad Valorem Taxes	165,000	165,000	165,000
2,132,614	2,459,638	2,407,915	Non Ad Valorem Taxes	2,534,272	2,534,272	2,534,272
25,612	43,857	17,100	Licenses and Permits	27,000	27,000	27,000
191,047	269,179	253,010	Charges for Services	262,360	262,360	262,360
142,651	120,962	104,500	Fines and Forfeits	123,500	123,500	123,500
30,699	30,589	-	Grant Funded Projects	12,000	12,000	12,000
32,807	64,451	52,200	Interest Earnings	95,000	95,000	95,000
Transfers from Other Funds:						
379,000	414,600	414,600	Public Works Fund	414,600	414,600	414,600
21,000	25,000	25,000	Emergency Communication Fund	25,000	25,000	25,000
15,210	20,800	20,800	Building Inspection Fund	20,800	20,800	20,800
22,000	22,000	50,000	Local Improvement Debt Service Fund	101,490	101,490	101,490
18,108	-	-	CSO Phase 3	-	-	-
-	-	15,145	Special Debt Service Accounts	-	-	-
<u>60,309</u>	<u>109,354</u>	<u>41,300</u>	Miscellaneous	<u>38,500</u>	<u>38,500</u>	<u>38,500</u>
6,348,864	7,196,222	6,148,970	Sub-Total Resources	7,654,922	7,654,922	7,654,922
<u>5,622,082</u>	<u>5,872,465</u>	<u>5,950,550</u>	Current Ad Valorem Taxes	<u>6,206,000</u>	<u>6,206,000</u>	<u>6,206,000</u>
<u>11,970,946</u>	<u>13,068,687</u>	<u>12,099,520</u>	Total Resources	<u>13,860,922</u>	<u>13,860,922</u>	<u>13,860,922</u>
Requirements (by department)						
12,924	12,297	13,760	City Council	15,240	15,240	15,240
288,501	275,184	315,710	City Manager	341,130	341,130	341,130
142,605	133,659	156,900	Municipal Court	161,270	161,270	161,270
642,282	647,291	750,555	Finance	798,085	798,085	798,085
86,977	89,694	89,000	City Attorney	89,000	89,000	89,000
357,077	348,473	403,510	Community Development	494,745	494,745	494,745
53,638	50,669	54,380	City Hall	61,547	61,547	61,547
674,888	693,310	706,380	Non-Departmental - Unallocated	754,518	754,518	754,518
1,739,481	1,789,294	1,993,415	Fire	2,133,060	2,133,060	2,133,060
2,424,871	2,405,131	2,836,900	Police	3,043,700	3,043,700	3,043,700
<u>446,816</u>	<u>479,399</u>	<u>531,275</u>	Library	<u>580,805</u>	<u>580,805</u>	<u>580,805</u>
6,870,060	6,924,401	7,851,785		8,473,100	8,473,100	8,473,100
Transfer to Other Funds						
5,000	5,000	6,000	Unemployment Fund	6,000	6,000	6,000
30,475	30,667	40,000	Public Works	40,000	40,000	40,000
379,900	398,550	414,479	Emergency Communications Fund	443,912	443,912	443,912
878,100	1,194,100	1,111,110	Parks Operation Fund	1,111,110	1,111,110	1,111,110
81,000	346,000	15,211	Public Works Improvement Fund	-	-	-
-	1,400	1,400	Special Police Projects Fund	1,400	1,400	1,400
18,108	-	-	CSO Phase 3	-	-	-
<u>250,000</u>	<u>-</u>	<u>100,000</u>	Capital Improvement Fund	<u>-</u>	<u>-</u>	<u>-</u>
1,642,583	1,975,717	1,688,200	Total Transfer to Other Funds	1,602,422	1,602,422	1,602,422
-	-	<u>2,559,535</u>	Contingency	<u>3,785,400</u>	<u>3,785,400</u>	<u>3,785,400</u>
8,512,643	8,900,118	12,099,520	Total Expenditures	13,860,922	13,860,922	13,860,922
<u>3,458,303</u>	<u>4,168,569</u>	-	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>11,970,946</u>	<u>13,068,687</u>	<u>12,099,520</u>	Total Requirements	<u>13,860,922</u>	<u>13,860,922</u>	<u>13,860,922</u>

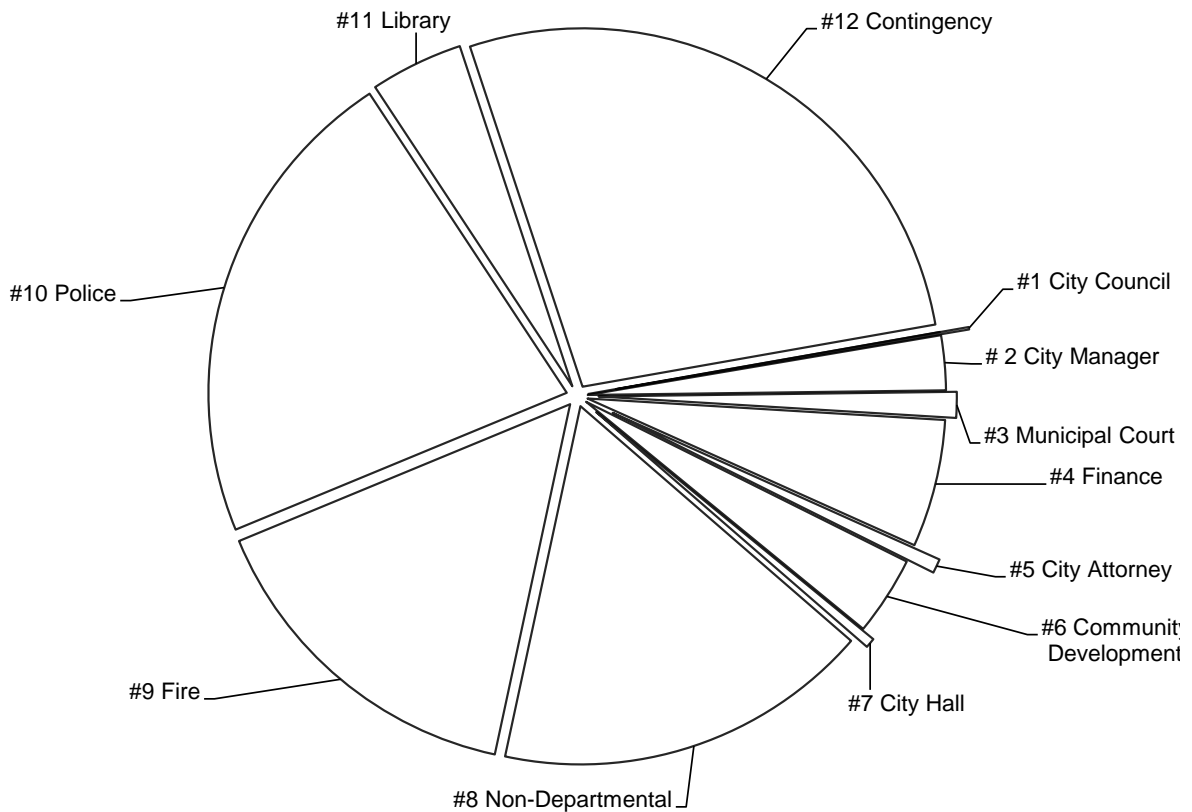
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2019

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	3,835,400	27.67%
2	Delinquent Property Taxes	165,000	1.19%
3	Non Ad Valorem Taxes	2,534,272	18.28%
4	Licenses and Permits	27,000	0.19%
5	Charges for Services	262,360	1.89%
6	Fines and Forfeits	123,500	0.89%
7	Grant Funded Projects	12,000	0.09%
8	Interest Earnings	95,000	0.69%
9	Transfers from Other Funds	561,890	4.05%
10	Miscellaneous	38,500	0.28%
11	Estimated Current Property Taxes	<u>6,206,000</u>	<u>44.77%</u>
Total Resources		<u><u>13,860,922</u></u>	<u><u>100.00%</u></u>



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2019

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 15,240	0.11%
2	City Manager	341,130	2.46%
3	Municipal Court	161,270	1.16%
4	Finance	798,085	5.76%
5	City Attorney	89,000	0.64%
6	Community Development	494,745	3.57%
7	City Hall	61,547	0.44%
8	Non-Departmental - Unallocated	2,356,940	17.00%
9	Fire	2,133,060	15.39%
10	Police	3,043,700	21.96%
11	Library	580,805	4.19%
12	Contingency	<u>3,785,400</u>	<u>27.31%</u>
Total Requirements		<u>\$ 13,860,922</u>	<u>100.00%</u>



City of Astoria, Oregon
 Budget Document
 GENERAL FUND #001
 Summary of Expenditures

Budget for Fiscal Year 7/1/19 - 6/30/20

<u>Historical Data</u>		<u>Adopted Budget</u>		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>	FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
	4,240	4,412	4,460		4,440	4,440	4,440
	273,154	261,312	299,040		324,330	324,330	324,330
	67,312	71,604	76,200	Municipal Court	79,520	79,520	79,520
	567,956	573,715	661,220	Finance	699,580	699,580	699,580
	295,136	255,711	328,280	Community Development	379,060	379,060	379,060
	9,015	8,486	12,930	City Hall	13,960	13,960	13,960
	520	476	3,840	Non-Departmental - Unallocated	3,900	3,900	3,900
	1,550,891	1,570,075	1,724,080	Fire	1,849,550	1,849,550	1,849,550
	2,286,495	2,276,881	2,645,620	Police	2,809,170	2,809,170	2,809,170
	<u>307,143</u>	<u>346,084</u>	<u>396,000</u>	Library	<u>428,820</u>	<u>428,820</u>	<u>428,820</u>
	5,361,862	5,368,756	6,151,670	Total Personnel Services	6,592,330	6,592,330	6,592,330
	8,684	7,885	9,300	<u>Materials & Services:</u>	10,800	10,800	10,800
	15,347	13,872	16,670	City Council	16,800	16,800	16,800
	75,293	62,055	80,700	City Manager	81,750	81,750	81,750
	74,326	73,576	89,335	Municipal Court	98,505	98,505	98,505
	86,977	89,694	89,000	Finance	89,000	89,000	89,000
	61,941	92,762	75,230	City Attorney	115,685	115,685	115,685
	44,623	42,183	41,450	Community Development	47,587	47,587	47,587
	674,368	692,834	702,540	City Hall	750,618	750,618	750,618
	188,590	219,219	269,335	Non-Departmental - Unallocated	283,510	283,510	283,510
	138,376	128,250	191,280	Fire	234,530	234,530	234,530
	<u>139,673</u>	<u>131,044</u>	<u>135,275</u>	Police	<u>151,985</u>	<u>151,985</u>	<u>151,985</u>
	1,508,198	1,553,374	1,700,115	Library	1,880,770	1,880,770	1,880,770
				Total Materials & Services			

Continued on Next Page

City of Astoria, Oregon
 Budget Document
 GENERAL FUND #001
 Summary of Expenditures

Budget for Fiscal Year 7/1/19 - 6/30/20

Historical Data		Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	FYE 6/30/19				
-	-	-	-	Capital Outlay:	-	-	-
-	-	-	-	City Manager - All Divisions	-	-	-
-	-	-	-	Municipal Court	-	-	-
-	-	-	-	Finance	-	-	-
-	-	-	-	Community Development	-	-	-
-	-	-	-	Fire	-	-	-
-	-	-	-	Police	-	-	-
-	2,271	-	-	Library	-	-	-
-	2,271	-	-	Total Capital Outlay	-	-	-
5,000	5,000	6,000	6,000	Transfer to Other Funds:	6,000	6,000	6,000
379,900	398,550	414,479	414,479	Unemployment Fund	443,912	443,912	443,912
878,100	1,194,100	1,111,110	1,111,110	Emergency Communications Fund	1,111,110	1,111,110	1,111,110
81,000	81,000	15,211	15,211	Parks Operation Fund	-	-	-
-	667	10,000	10,000	Public Works Improvement Fund Landfill	10,000	10,000	10,000
30,475	295,000	30,000	30,000	Utility Assistance Program Public Works	30,000	30,000	30,000
18,108	-	-	-	Public Works Fund Landfill Monitoring	-	-	-
250,000	-	100,000	100,000	CSO Debt Service	-	-	-
-	1,400	1,400	1,400	Capital Improvement Fund	-	-	-
1,642,583	1,975,717	1,688,200	1,688,200	Special Police Projects Fund	1,400	1,400	1,400
-	-	-	-	Total Transfer to Other Funds	1,602,422	1,602,422	1,602,422
-	-	2,559,535	2,559,535	Contingency	3,785,400	3,785,400	3,785,400
8,512,643	8,900,118	12,099,520	12,099,520	Total Expenditures	13,860,922	13,860,922	13,860,922

FUND: GENERAL

Department: City Council #1000

Basic Objectives

This department provides for the activities of the Mayor and four Councilors who comprise the City Council. The City Council is the policy making body for the City of Astoria. Members of the City Council are paid a modest stipend set by the City's Charter. Members of the Council serve as Council representatives on many boards and commissions of the City and other local governments and agencies.

Staffing

The Mayor and Councilors are elected on a non-partisan basis for four-year terms. The terms of office are staggered at two-year intervals and have the following term expiration dates:

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Bruce Jones	Mayor	12/31/2022
Roger Rocka	Councilor - Ward 1	12/31/2022
Tom Brownson	Councilor - Ward 2	12/31/2020
Joan Herman	Councilor - Ward 3	12/31/2022
Jessamyn Grace West	Councilor - Ward 4	12/31/2020

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL # 1000

Budget for Fiscal Year 7/1/19 - 6/30/20

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>		
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
3,900	4,080	4,080	Regular Salaries	4,080	4,080	4,080
298	312	320	FICA Taxes	320	320	320
42	20	60	Workers' Compensation	40	40	40
<u>4,240</u>	<u>4,412</u>	<u>4,460</u>	Total Personnel Services	<u>4,440</u>	<u>4,440</u>	<u>4,440</u>
			Materials and Services:			
1,473	21	500	Office Supplies	500	500	500
-	-	-	Operating Supplies			
6,620	6,326	7,000	Conferences, Meetings & Travel	8,500	8,500	8,500
290	595	300	Memberships & Dues	300	300	300
301	943	1,500	Miscellaneous	1,500	1,500	1,500
<u>8,684</u>	<u>7,885</u>	<u>9,300</u>	Total Materials and Services	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
<u>12,924</u>	<u>12,297</u>	<u>13,760</u>	Total Expenditures	<u>15,240</u>	<u>15,240</u>	<u>15,240</u>

GENERAL FUND (001)

CITY COUNCIL (1000)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	4,080
415	2220	FICA	320
415	2240	Workers' Compensation	40

TOTAL PERSONNEL SERVICES **4,440**

TOTAL FTEs **0**

Materials and Services (510 - 675)

510	3045	General Office Supplies	500
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Sub-total of Office Supplies **500**

615	4265	Travel, Conferences and Meetings	8,500
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Sub-total Conferences, Meetings & Travel **8,500**

630	4720	Sister Cities International Program	300
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Sub-total Memberships & Dues **300**

675	6035	Miscellaneous - General	1,500
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Sub-total of Miscellaneous **1,500**

TOTAL MATERIALS & SERVICES **10,800**

TOTAL CITY COUNCIL **15,240**



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FUND: GENERAL

Department: City Manager #1101

Basic Objectives

This department provides for the activities of the City Manager's office. The City Manager is responsible for overall administration of the City organization and the supervision of the department heads of each of the seven other City functions which include: Finance and Administrative Services, Community Development, Fire, Police and Library in the General Fund; Parks Operations and Public Works.

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager and the Executive Assistant.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER # 1101

Budget for Fiscal Year 7/1/19 - 6/30/20

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>		
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Officer	Budget Committee	Governing Body	
			Personnel Services:			
193,210	178,326	184,140	Regular Salaries	205,600	205,600	205,600
1,214	-	2,300	Extra Help	2,320	2,320	2,320
14,157	12,914	14,270	FICA Taxes	15,910	15,910	15,910
32,956	29,400	47,140	Insurance	37,700	37,700	37,700
31,075	40,118	48,550	Retirement Contributions	62,500	62,500	62,500
542	554	2,640	Workers' Compensation	300	300	300
<u>273,154</u>	<u>261,312</u>	<u>299,040</u>	Total Personnel Services	<u>324,330</u>	<u>324,330</u>	<u>324,330</u>
2.0	2.0	2.1	FTEs	2.1	2.1	2.1
			Materials and Services:			
1,223	1,165	1,600	Office Supplies	1,600	1,600	1,600
-	-	250	Operating Supplies	250	250	250
16	-	-	Repair & Maintenance Supplies	-	-	-
3,233	3,492	3,770	Memberships & Dues	3,650	3,650	3,650
7,045	6,534	6,950	Conferences, Meetings & Travel	7,200	7,200	7,200
3,830	2,681	3,600	Miscellaneous	3,600	3,600	3,600
-	-	500	Technology Services	500	500	500
<u>15,347</u>	<u>13,872</u>	<u>16,670</u>	Total Materials and Services	<u>16,800</u>	<u>16,800</u>	<u>16,800</u>
			Capital Outlay:			
-	-	-	Machinery and Equipment	-	-	-
<u>288,501</u>	<u>275,184</u>	<u>315,710</u>	Total Expenditures	<u>341,130</u>	<u>341,130</u>	<u>341,130</u>

GENERAL FUND (001)

CITY MANAGER (1101)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	205,600
410	2085	Extra Help	2,320
415	2220	FICA	15,910
415	2230	Insurance	37,700
415	2235	Retirement Contributions	62,500
415	2240	Workers' Compensation	300

TOTAL PERSONNEL SERVICES

324,330

TOTAL FTEs

2.1

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	1,200
510	3045	General Office Supplies	400

Sub-total of Office Supplies

1,600

515	3310	General Operating Supplies	250
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Sub-total of Operating Supplies

250

615	4220	League of Oregon Cities	800
615	4225	OOCMA - Spring / Summer	750
615	4227	ICMA	2,250
615	4230	CCIS	400
615	4265	Travel, Conferences and Meetings	3,000

Sub-total of Conferences, Meetings & Travel

7,200

630	4730	ICMA	1,100
630	4735	OCCMA	300
630	4737	Local Government Personnel Institute	1,450
630	4738	International Public Management	0
630	4765	APA - AICP Certification	800

Sub-total of Memberships & Dues

3,650

675	5920	Employee Recognition	3,000
675	6035	General - Miscellaneous	600

Sub-total of Miscellaneous

3,600

685	6207	Non-Contract IT Services	500
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Sub-total of Technology Services

500

TOTAL MATERIALS AND SERVICES

16,800

GENERAL FUND (001)

CITY MANAGER (1101)

TOTAL CITY MANAGER 341,130

CAPITAL IMPROVEMENT - CITY MANAGER

Machinery & Equipment

Total Capital Improvement - City Manager -

TOTAL CITY MANAGER ADMIN. - ALL FUNDS 341,130

FUND: GENERAL

Department: Municipal Court #1400

Basic Objectives

The Municipal Court handles citations issued by the Astoria Police Department and Astoria Downtown Historic District Association (ADHDA) for traffic violations, misdemeanor law violations and city code violations, as well as citations for parking and animal control offenses.

Court procedures are administered by the Municipal Judge, who is an attorney licensed to practice in Oregon. The City Council appoints the Municipal Judge whose performance is reviewed annually by the Council.

Staffing

The Municipal Court is comprised of a part-time judge and a full time clerk. Kristopher Kaino, an area attorney, has been appointed by the City Council to serve as Municipal Judge on a contract basis.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
MUNICIPAL COURT # 1400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
43,627	45,334	46,530	Regular Salaries	47,810	47,810	47,810
3,177	3,298	3,560	FICA Taxes	3,660	3,660	3,660
14,571	15,669	18,680	Insurance	18,150	18,150	18,150
5,802	7,158	7,350	Retirement Contributions	9,830	9,830	9,830
<u>135</u>	<u>145</u>	<u>80</u>	Workers' Compensation	<u>70</u>	<u>70</u>	<u>70</u>
67,312	71,604	76,200	Total Personnel Services	79,520	79,520	79,520
1.0	1.0	1.0	FTEs	1.0	1.0	1.0
			Materials and Services:			
503	495	500	Office Supplies	500	500	500
-	-	500	Conferences, Meetings & Travel	500	500	500
43,734	36,081	46,800	Professional Services	45,300	45,300	45,300
175	175	200	Memberships & Dues	250	250	250
-	-	-	Printing & Binding	-	-	-
-	-	-	Repair & Maintenance Services	-	-	-
4,699	2,604	2,700	Technology Services	2,700	2,700	2,700
<u>26,182</u>	<u>22,700</u>	<u>30,000</u>	Miscellaneous	<u>32,500</u>	<u>32,500</u>	<u>32,500</u>
75,293	62,055	80,700	Total Materials and Services	81,750	81,750	81,750
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
<u>142,605</u>	<u>133,659</u>	<u>156,900</u>	Total Expenditures	<u>161,270</u>	<u>161,270</u>	<u>161,270</u>

GENERAL FUND (001)**MUNICIPAL COURT (1400)****Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	47,810
415	2220	FICA	3,660
415	2230	Insurance	18,150
415	2235	Retirement Contributions	9,830
415	2240	Workers' Compensation	70

TOTAL PERSONNEL SERVICES**79,520****TOTAL FTEs****1.0****Materials and Services (510 - 685)**

510	3045	General Office Supplies	500
		Sub-total of Office Supplies	500
615	4265	Travel - Conferences and Meetings	500
		Sub-total Conferences, Meetings & Travel	500
620	4325	Municipal Court Judge	37,700
620	4330	Indigent Defense Contract	5,000
620	4335	Pro Tem Judge	2,000
620	4340	Payments for Jury Trials	100
620	4540	Interpreter Fees	500
		Sub-total of Professional Services	45,300
630	4750	Memberships & Dues	250
		Sub-total Memberships & Dues	250
675	5925	VISA Fees	2,800
675	6040	State Assessments on Fines	24,500
675	6045	Jury & Witness Fees	200
675	6050	Jail Assessments	5,000
		Sub-total of Miscellaneous	32,500
685	6280	Municipal Court Software Maintenance	2,700
		Sub-total of Technology Services	2,700

TOTAL MATERIALS & SERVICES**81,750****TOTAL MUNICIPAL COURT****161,270**

GENERAL FUND (001)

MUNICIPAL COURT (1400)

CAPITAL IMPROVEMENT FUND - MUNICIPAL COURT

Total Capital Improvement Fund - Municipal Court -

TOTAL MUNICIPAL COURT - ALL FUNDS 161,270

FUND: GENERAL

Department: Finance #1600

Basic Objectives

The Finance Department offers a wide variety of services to the general public and to other departments of the City. The major activities include: utility billing, cashiering, accounts receivable, payroll, purchasing, accounts payable, data processing, financial planning, budget preparation, investing, cash management, and maintenance of official City records.

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors and issuance of keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. In 2016 the Finance Department resumed administrative support for Oceanview Cemetery. The Director of Finance and Administrative Services has been responsible for a variety of Human Resource activities since 2012 and all activities since 2016. In 2017 a part-time Human Resource Assistant was hired to assist with Human Resource activities and in 2018 a part-time clerical support was hired to assist with central files activities.

Staffing

There are 7 full-time equivalent employees in the Finance Department, including 3 accounting clerks, 2 staff accountants, a financial reporting manager, a part-time Human Resource assistant, a part-time clerical support and the Director of Finance and Administrative Services. The Finance Department is under the supervision of the Director of Finance and Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE # 1600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
394,776	385,865	427,900	Regular Salaries	453,630	453,630	453,630
8	16	-	Overtime	-	-	-
-	245	4,500	Extra Help	4,500	4,500	4,500
28,979	28,366	33,080	FICA Taxes	35,050	35,050	35,050
90,577	91,618	121,180	Insurance	106,500	106,500	106,500
52,531	66,386	73,810	Retirement Contributions	99,280	99,280	99,280
<u>1,085</u>	<u>1,219</u>	<u>750</u>	Workers' Compensation	<u>620</u>	<u>620</u>	<u>620</u>
567,956	573,715	661,220	Total Personnel Services	699,580	699,580	699,580
6.0	6.9	7.4	FTEs	7.4	7.4	7.4
			Materials and Services:			
3,549	5,060	6,500	Office Supplies	6,500	6,500	6,500
-	15	500	Operating Supplies			
-	537	1,500	Repair & Maintenance Supplies	500	500	500
324	1,527	2,500	Training	1,500	1,500	1,500
2,237	34,288	41,500	Conferences, Meetings & Travel	4,000	4,000	4,000
38,874	779	915	Professional Services	47,150	47,150	47,150
494	80	120	Memberships & Dues	935	935	935
7	1,666	2,350	Communications	120	120	120
1,098	1,845	3,000	Advertising	2,350	2,350	2,350
1,181	1,032	1,000	Printing & Binding	3,250	3,250	3,250
791	87	200	Repair & Maintenance Services	1,200	1,200	1,200
323	26,660	29,250	Miscellaneous	250	250	250
<u>25,448</u>			Technology Services	<u>30,750</u>	<u>30,750</u>	<u>30,750</u>
74,326	73,576	89,335	Total Materials and Services	98,505	98,505	98,505
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>642,282</u>	<u>647,291</u>	<u>750,555</u>	Total Expenditures	<u>798,085</u>	<u>798,085</u>	<u>798,085</u>

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	453,630
410	2085	Extra Help	4,500
415	2220	FICA	35,050
415	2230	Insurance	106,500
415	2235	Retirement Contributions	99,280
415	2240	Workers' Compensation	620

TOTAL PERSONNEL SERVICES

699,580

TOTAL FTEs

7.4

Materials and Services (510 - 685)

510	3045	General Office Supplies	6,500	
		Sub-total of Office Supplies		6,500
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total of Repair & Maintenance Supplies		500
610	4055	Computer Training	1,500	
		Sub-total of Training		1,500
615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total Conferences, Meetings & Travel		4,000
620	4345	Audit Fee	36,750	
620	4346	OPEB Preparation Fee	1,000	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	9,000	
		Sub-total of Professional Services		47,150
630	4740	Other Dues and Fees	160	
630	4745	OGFOA	200	
630	4746	OSCPA	325	
630	4736	HR Management Association (SHRMA)	250	
		Sub-total Memberships & Dues		935
635	4975	Postage	120	
		Sub-total of Communications		120

GENERAL FUND (001)

FINANCE (1600)

640	5020	Advertising - Liquor Licenses	600	
640	5025	Advertising - Budget Notices	1,750	
		Sub-total of Advertising		2,350
650	5145	Printing & Binding - General	3,250	
		Sub-total of Printing & Binding		3,250
660	5825	General Repair & Maintenance	1,200	
		Sub-total of Repair & Maintenance Services		1,200
675	6035	General-Miscellaneous	250	
		Sub-total of Miscellaneous		250
685	6205	Computer Software	500	
685	6207	Non-Contract IT Services	750	
685	6247	Financial Software Maintenance	29,500	
		Sub-total of Technology Services		30,750
TOTAL MATERIALS & SERVICES				98,505
TOTAL FINANCE				798,085
CAPITAL IMPROVEMENT FUND - FINANCE				
Machinery & Equipment				
		Tabletop Folding/Insertion Machine	4,000	
Total Capital Improvement - Finance & Admin Svcs				4,000
TOTAL FINANCE DEPARTMENT - ALL FUNDS				802,085

FUND: GENERAL

Department: City Attorney #1800

Basic Objectives

The City Attorney provides legal advice to departments concerning routine activities, prepares and reviews documents, provides legal representation in some Municipal Court cases and other legal advice, as needed. The City Attorney is appointed by the City Council on an annual basis.

Staffing

This department provides for no staff positions. Services are currently provided by agreement with Attorney Blair Henningsgaard.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY ATTORNEY # 1800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
227	947	1,000	Materials and Services:			
86,750	88,592	87,000	Conferences Meetings & Travel	1,000	1,000	1,000
-	155	1,000	Professional Services	87,000	87,000	87,000
			Miscellaneous	1,000	1,000	1,000
<u>86,977</u>	<u>89,694</u>	<u>89,000</u>	Total Expenditures	<u>89,000</u>	<u>89,000</u>	<u>89,000</u>

Detail Information 2019-20

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

615	4220	League of Oregon Cities	1,000	
620	4355	City Attorney Agreement	87,000	
675	6035	General - Miscellaneous	1,000	
TOTAL MATERIALS & SERVICES				<u>89,000</u>
TOTAL CITY ATTORNEY				<u>89,000</u>

FUND: GENERAL

Department: Community Development # 2001

Basic Objectives

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation.

Planning Commission/ Historic Landmarks Commission/Design Review Committee

The Department provides staff support to the Planning Commission, the Historic Landmarks Commission, and Design Review Committee. In that function, the Department serves as liaison between the Commissions and the public and prepares all reports and findings of fact necessary to support land use decisions. The Department administers both the City Comprehensive Plan and the Development Code. In 2002, the Planning Commission assumed the duties of the reorganized Traffic Safety Advisory Committee. The City continues to have Certified Local Government status with the State Historic Preservation Office (SHPO). In 1998, the City established a Design Review Committee to review development in the newly formed Gateway Master Plan Area which generally encompasses the area from 16th to 29th Streets and the River to Exchange Street.

Astoria Development Commission

The Community Development Department provides staff support to the Astoria Development Commission (ADC). The ADC's responsibility is to administer the City's two urban renewal districts. The Astor-East Urban Renewal District encompasses 56.95 acres of land located east of Astoria's Central Business District and includes the Liberty Theatre and Heritage Square property in the downtown area. The objectives of the AEURD Renewal Plan are to improve the physical conditions, functional relationships, and visual quality of the area, and to eliminate blight in order to create a climate more conducive for private development of property. Approximately four acres of riverfront property east of 20th Street were purchased in 2000 by the ADC and are being held for future development. In 2002 the City established a new 205.5 acre urban renewal district on the West End of Astoria in the Uniontown & Port of Astoria areas. The new Astor-West Urban Renewal District was formed to help with the redevelopment of the Uniontown and Port of Astoria area. In 2016 an amendment was adopted to add property and projects increasing the district by 12.05 acres for a total of 217.55 acres.

Waterfront Revitalization

A Master Plan for the redevelopment of Astoria's waterfront was adopted in 1990 and an update Riverfront Vision Plan was adopted in 2009. These Plans envisioned a pedestrian walkway along the river's edge, street end river viewing piers, improved lighting and pedestrian amenities such as benches and restrooms, interpretive signage, and museum quality exhibits. Since adoption of the 1990 Plan, the City has made steady progress in implementation. In 2014, staff initiated code amendments for implementation of the Riverfront Vision Plan. Through grant funding, Astoria's River Trail has been constructed in increments over the years and was completed in 2013 extending approximately six miles from Smith Point east to the Alderbrook neighborhood. The Astoria Riverfront Trolley Association, with City support, continues to operate a trolley car along a 3-mile section of the waterfront covering the area from Smith Point to 35th Street.

Building Inspection Services

The Community Development Department (CDD) administers the Building Inspection Program for the City. The activity of the Building Inspection Division of the CDD is accounted for in the Building Inspection Fund, to comply with ORS 455.210.

Staffing

Staff consists of five full-time positions: the director, a planner, building official / code enforcement officer, an administrative assistant and a building permit technician.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT # 2001

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
201,974	130,108	209,830	Regular Salaries	230,420	230,420	230,420
3,605	67,925	1,130	Extra Help	3,750	3,750	3,750
15,358	15,001	16,140	FICA Taxes	17,920	17,920	17,920
38,567	20,408	56,760	Insurance	68,150	68,150	68,150
35,123	21,559	42,320	Retirement Contributions	56,720	56,720	56,720
509	710	2,100	Workers' Compensation	2,100	2,100	2,100
295,136	255,711	328,280	Total Personnel Services	379,060	379,060	379,060
3.5	2.3	3.0	FTEs	3.0	3.0	3.0
Materials and Services:						
1,423	1,098	1,500	Office Supplies	1,750	1,750	1,750
68	143	400	Operating Supplies	500	500	500
4,846	5,873	5,000	Conferences, Meetings & Travel	5,000	5,000	5,000
1,317	59,935	41,500	Professional Services	90,605	90,605	90,605
5,718	5,295	7,100	Memberships & Dues	7,100	7,100	7,100
4,789	6,874	6,000	Advertising	8,000	8,000	8,000
-	-	-	Postage	500	500	500
428	434	750	Printing & Binding	800	800	800
2,260	857	980	Repair & Maintenance Services	800	800	800
41,092	12,000	12,000	Projects Funded by Grants	-	-	-
-	253	-	Technology Services	630	630	630
61,941	92,762	75,230	Total Materials and Services	115,685	115,685	115,685
Capital Outlay:						
-	-	-	Machinery & Equipment	-	-	-
<u>357,077</u>	<u>348,473</u>	<u>403,510</u>	Total Expenditures	<u>494,745</u>	<u>494,745</u>	<u>494,745</u>

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	230,420
410	2085	Extra Help	3,750
415	2220	FICA	17,920
415	2230	Insurance	68,150
415	2235	Retirement Contributions	56,720
415	2240	Workers' Compensation	2,100

TOTAL PERSONNEL SERVICES

379,060

TOTAL FTEs

3.0

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,750	
		Sub-total of Office Supplies		1,750
515	3180	Fuel, Oil and Lubricants	500	
		Sub-total of Operating Supplies		500
615	4260	Conference / Meeting Expense	4,000	
		Boards & Commission Training	1,000	
		Sub-total Conferences, Meetings & Travel		5,000
620	4360	Planning and Economic Development	10,000	
620	4540	Professional Services General	80,605	
		Sub-total of Professional Services		90,605
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,200	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development Distric	250	
		Sub-total Memberships & Dues		7,100
635	4975	Postage	500	
		Sub-total Postage		500
640	5030	Advertising - Public Notices	8,000	
		Sub-total of Advertising		8,000

GENERAL FUND (001)				
COMMUNITY DEVELOPMENT (2001)				
650	5145	Printing & Binding - General	800	
		Sub-total of Printing & Binding		800
660	5620	Office Machines	300	
660	5785	Vehicle Repair & Maintenance	400	
660	5825	General Repair & Maintenance	100	
		Sub-total of Repair & Maintenance Services		800
685	6207	Photocopy Machine	630	
		Sub-total of Technology Services		630
TOTAL MATERIALS & SERVICES				115,685
TOTAL COMMUNITY DEVELOPMENT				494,745
CAPITAL IMPROVEMENT FUND - COMMUNITY DEVELOPMENT				
Total Capital Improvement Fund - Community Development				-
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT - ALL FUNDS				494,745

FUND: GENERAL

Department: City Hall #2200

Basic Objectives

This department provides for the operation and maintenance of the City Hall building.

Staffing

The public works director provides oversight for maintenance of City Hall. The public works administrative assistant monitors janitorial service performance. Routine maintenance services are provided by a City Shops employee.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY HALL # 2200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
240	191	790	Extra Help	420	420	420
4,946	5,025	6,890	Interfund Wages	7,570	7,570	7,570
386	391	590	FICA Taxes	620	620	620
1,917	1,922	2,670	Insurance	2,900	2,900	2,900
814	917	1,700	Retirement Contributions	2,190	2,190	2,190
712	40	290	Workers' Compensation	260	260	260
<u>9,015</u>	<u>8,486</u>	<u>12,930</u>	Total Personnel Services	<u>13,960</u>	<u>13,960</u>	<u>13,960</u>
0.1	0.1	0.1	FTEs	0.1	0.1	0.1
			Materials and Services:			
1,437	1,086	1,000	Operating Supplies	1,000	1,000	1,000
4,341	5,947	4,750	Repair & Maintenance Supplies	4,750	4,750	4,750
22,603	19,493	20,800	Professional Services	26,490	26,490	26,490
15,279	14,882	14,900	Public Utility Services	15,347	15,347	15,347
963	775	-	Miscellaneous	-	-	-
<u>44,623</u>	<u>42,183</u>	<u>41,450</u>	Total Materials and Services	<u>47,587</u>	<u>47,587</u>	<u>47,587</u>
<u>53,638</u>	<u>50,669</u>	<u>54,380</u>	Total Expenditures	<u>61,547</u>	<u>61,547</u>	<u>61,547</u>

GENERAL FUND (001)

CITY HALL (2200)

Personnel Services (410 - 415)

410	2085	Extra Help	420
412	2095	Interfund Wages	7,570
415	2220	FICA	620
415	2230	Insurance	2,900
415	2235	Retirement Contributions	2,190
415	2240	Workers' Compensation	260

TOTAL PERSONNEL SERVICES **13,960**

TOTAL FTEs **0.1**

Materials and Services (515 - 675)

515	3265	Custodial Supplies	1,000
		Sub-total of Operating Supplies	1,000
525	3520	Building Materials / Supplies	750
525	3640	Other Repair & Maintenance Supplies	4,000
		Sub-total of Repair & Maintenance Supplies	4,750
620	4365	Janitorial Services	12,390
620	4370	Pest Control	100
620	4375	Elevator Maintenance	9,000
620	4376	Fire Alarm System Services	2,500
620	4540	Professional Services - General	2,500
		Sub-total of Professional Services	26,490
655	5205	Electricity - City Hall	10,815
656	5475	Natural Gas- City Hall	2,060
657	5505	Sanitation - City Hall	2,472
		Sub-total of Public Utility Services	15,347

TOTAL MATERIALS & SERVICES **47,587**

Capital Outlay (720 - 740)

740	6650	Machinery & Equipment	-
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TOTAL CAPITAL OUTLAY **-**

TOTAL CITY HALL **61,547**

GENERAL FUND (001)

CITY HALL (2200)

CAPITAL IMPROVEMENT FUND - CITY HALL

Machinery & Equipment

HVAC for 3rd Floor Server Room 13,500

Digital Archiving 3,000

Boiler Upgrades 15,000

Quick disconnect for City Hall (RESILIENCY) 15,000

Sub-total of Machinery & Equipment **46,500**

TOTAL CAPITAL OUTLAY 46,500

TOTAL CITY HALL - ALL FUNDS 108,047

FUND: GENERAL

Department: Non-Departmental - Unallocated # 2400

Basic Objectives:

This department accounts for appropriations that benefit all or several departments and appropriations that do not apply to any specific department. Transfers to other funds from the General Fund are budgeted in this department. A schedule of individual transfers may be found in the Detail & Statistical Section.

Community Organization Grants (Social Services – Basic Needs) are distributed from this department with the Budget sub-committee recommendations listed on the last page. A process has been established to set the distribution maximum which equals 0.5% of the previously adopted General Fund budget. The maximum distribution amount for FY 19-20 is \$ 60,420

Staffing

This department provides for no staff positions. Finance Department staff monitors expenditures.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
NON-DEPARTMENTAL - UNALLOCATED # 2400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
57	52	2,220	Interfund Wages	2,070	2,070	2,070
4	4	170	FICA Taxes	160	160	160
81	25	810	Insurance	1,000	1,000	1,000
163	214	550	Retirement Contributions	600	600	600
<u>215</u>	<u>181</u>	<u>90</u>	Worker Compensation	<u>70</u>	<u>70</u>	<u>70</u>
520	476	3,840	Total Personnel Services	3,900	3,900	3,900
0.1	0.1	0.1	FTEs	0.1	0.1	0.1
			Materials and Services:			
2,836	3,091	3,750	Office Supplies	3,750	3,750	3,750
4,075	4,903	5,000	Operating Supplies	5,000	5,000	5,000
3,645	1,970	7,000	Repair & Maintenance Supplies	7,000	7,000	7,000
271,780	271,365	252,010	Professional Services	287,780	287,780	287,780
10,008	10,412	11,000	Memberships & Dues	11,050	11,050	11,050
49,481	45,611	55,100	Communications	55,100	55,100	55,100
-	576	250	Advertising	250	250	250
259,798	257,440	280,350	Insurance	294,368	294,368	294,368
306	61	-	Public Utility Services	-	-	-
5,830	5,860	9,000	Rentals	2,000	2,000	2,000
65,114	88,365	75,580	Miscellaneous	80,820	80,820	80,820
<u>1,495</u>	<u>3,180</u>	<u>3,500</u>	Non-Contract IT Services	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
674,368	692,834	702,540	Total Materials and Services	750,618	750,618	750,618
			Transfer to Other Funds:			
5,000	5,000	6,000	Unemployment Trust	6,000	6,000	6,000
379,900	398,550	414,479	Emergency Communications Fund	443,912	443,912	443,912
878,100	1,194,100	1,111,110	Parks Operation Fund	1,111,110	1,111,110	1,111,110
-	667	10,000	UAP Transfer to Public Works Fund	10,000	10,000	10,000
81,000	81,000	15,211	Public Works Improvement Fund	-	-	-
-	1,400	1,400	Special Police Projects Fund	1,400	1,400	1,400
18,108	-	-	CSO Debt Service Fund	-	-	-
250,000	-	100,000	Capital Improvement Fund	-	-	-
<u>30,475</u>	<u>295,000</u>	<u>30,000</u>	Public Works - Landfill Monitoring	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<u>1,642,583</u>	<u>1,975,717</u>	<u>1,688,200</u>	Total Transfer to Other Funds	<u>1,602,422</u>	<u>1,602,422</u>	<u>1,602,422</u>
<u>2,317,471</u>	<u>2,669,027</u>	<u>2,394,580</u>	Total Expenditures	<u>2,356,940</u>	<u>2,356,940</u>	<u>2,356,940</u>

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

Personnel Services (412)

410	2095	Interfund Wages	2,070
415	2220	FICA	160
415	2230	Insurance	1,000
415	2235	Retirement Contributions	600
415	2240	Worker Compensation	70

TOTAL PERSONNEL SERVICES

3,900

TOTAL FTEs

0.1

Materials and Services (510 - 675)

510	3030	Paper	3,750
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Sub-total of Office Supplies

3,750

515	3310	General Operating Supplies	5,000
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Sub-total of Operating Supplies

5,000

525	3640	Other Repair & Maintenance Supplies	7,000
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Sub-total of Repair & Maintenance Supplies

7,000

620	4390	Network Maintenance	72,550
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620	4395	Email Hosting	1,160
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620	4400	Internet Connectivity	22,020
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620	4402	Website Hosting	10,800
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620	4405	Website Consulting	1,000
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620	4410	Personnel Legal Services	75,000
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620	4415	General Professional Services	23,750
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620	4440	Post Retirement Agreement	12,000
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620	4537	ABC Transcription Service	27,000
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620	4539	VOIP Cisco / Obsidian Support	9,000
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620	4542	Human Resource Contract	33,500
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Sub-total of Professional Services

287,780

630	4785	League of Oregon Cities	7,300
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630	4796	CEDR	3,750
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Sub-total of Memberships & Dues

11,050

635	4920	Cell Phones	17,000
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635	4930	Telephone - Century Link	13,000
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635	4975	Postage	24,500
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635	4980	Postage Meter Fees	600
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Sub-total of Communications

55,100

640	5020	Advertising - Legal Ads / Notices	250
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Sub-total of Advertising

250

GENERAL FUND (001)			
NON-DEPARTMENTAL - UNALLOCATED (2400)			
645	5060	Insurance - Liability	294,368
		Sub-total of Insurance	294,368
660	5620	Office Machines	2,000
		Sub-total of Repair and Maintenance Service	2,000
675	5275	Credit Card Fees	14,800
675	5940	Taxes and Assessments	5,600
675	5980	Community Organization (Social Services) Grants	60,420
		Sub-total of Miscellaneous	80,820
685	6207	Non-Contract IT Services	1,500
685	6209	Human Resource ApplicantPool	2,000
		Sub-total of Technology	3,500
TOTAL MATERIALS & SERVICES			750,618
Transfers to Other Funds (850)			
850	7520	Unemployment Fund	6,000
850	7522	UAP Transfer to PW	10,000
850	7525	Emergency Communications Fund	443,912
850	7532	Parks / Aquatic Fund	1,111,110
850	7534	Special Police Projects	1,400
850	7550	Public Works Fund Landfill Monitoring	30,000
		Sub-total Transfers to Other Funds	1,602,422
TOTAL TRANSFERS TO OTHER FUNDS			1,602,422
TOTAL NON-DEPARTMENTAL - UNALLOCATED			2,356,940
CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED			
		Software Support Renewals	15,000
		Computer Replacements	20,000
		Hardware, Server Replacements & Backup	71,270
Total Capital Improvement Fund - Non-Departmental - Unallocated			106,270
TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS			2,463,210

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

FY 19-20 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Astoria Warming Center	8,000	5,500
Clatsop CASA Program	5,000	5,000
Clatsop Comm Action - Food Program	18,000	9,000
The Harbor /Clatsop County Women's Resource Center	12,000	10,000
Helping Hands	25,000	15,000
Lower Columbia Hispanic Center	10,000	6,920
North Coast Food Web	4,000	1,000
Seaside Hall	1,000	-
Senior Citizens Services of Astoria	8,000	8,000
Total Community Organizations (Basic Need Grants)	<u>91,000</u>	<u>60,420</u>



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FUND: GENERAL

Department: Fire # 2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Six of the team's ten members are provided by the department. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. A student/intern firefighter program was created in 2001 which offers college tuition and sleeping accommodations for three individuals. During "off" time, interns reside at Station 2 in Uniontown. Each intern is assigned to one of the three normal department work shifts. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department also provides portable fire extinguisher training to local businesses upon request. The department participates in a county-wide Mutual Aid system for response to greater alarm fires, both structural and wildland, as well as mass casualty incidents through established mutual aid agreements with all county departments and fire districts. The department also participates as one of 12 lower Columbia River fire agencies in the Maritime Fire Safety Association (MFSA) and the Fire Protection Agency Advisory Council. Consequently, department personnel have been specially trained in shipboard firefighting, and can receive the same from all participants should a shipboard fire emergency occur in Astoria.

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, three student/intern firefighters and several volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including intern firefighters, there can be as many as four persons on duty with varying levels of training, expertise and experience.

The department continues to work towards recruiting, training and maintaining a volunteer firefighter contingent to support and supplement career staff. At the present time, the mutual aid agreements with neighboring county departments and districts as well as MFSA agencies are essential to providing adequate emergency services to our community.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE # 2600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
968,417	936,955	976,010	Regular Salaries	1,026,940	1,026,940	1,026,940
53,146	81,913	50,000	Overtime	55,800	55,800	55,800
15,660	18,900	18,900	Department Funded Intern Stipends	18,900	18,900	18,900
12,325	15,238	20,640	Volunteer Wages	20,640	20,640	20,640
14,267	16,021	28,060	Interfund Wages	20,970	20,970	20,970
80,171	80,391	83,660	FICA Taxes	87,460	87,460	87,460
171,088	185,338	242,820	Insurance	267,880	267,880	267,880
196,882	202,206	245,530	Retirement Contributions	306,080	306,080	306,080
38,936	33,113	58,460	Workers' Compensation	44,880	44,880	44,880
1,550,891	1,570,075	1,724,080	Total Personnel Services	1,849,550	1,849,550	1,849,550
12.0	11.5	12.4	FTEs	12.4	12.4	12.4
			Materials and Services:			
819	1,149	1,400	Office Supplies	2,005	2,005	2,005
55,377	65,067	73,550	Operating Supplies	76,835	76,835	76,835
4,309	5,570	9,300	Repair & Maintenance Supplies	15,010	15,010	15,010
3,054	4,559	6,000	Small Tools & Minor Equipment	6,000	6,000	6,000
7,289	10,213	12,000	City Shop Expenses	19,600	19,600	19,600
6,466	8,860	16,000	Training	25,500	25,500	25,500
5,832	4,789	5,000	Conferences, Meetings & Travel	5,000	5,000	5,000
9,552	9,237	11,600	Professional Services	11,600	11,600	11,600
4,443	3,376	6,600	Volunteer Services	6,600	6,600	6,600
18,764	24,919	26,960	Fire Intern Expense	26,960	26,960	26,960
920	819	1,200	Memberships & Dues	1,200	1,200	1,200
-	-	-	Insurance	325	325	325
826	476	750	Advertising	750	750	750
44,186	40,556	50,800	Public Utility Services	32,110	32,110	32,110
25,156	38,027	45,925	Repair & Maintenance Services	44,215	44,215	44,215
-	-	-	Rentals/Leasing	3,000	3,000	3,000
1,597	1,602	2,250	Technology Services	6,800	6,800	6,800
188,590	219,219	269,335	Total Materials and Services	283,510	283,510	283,510
			Capital Outlay:			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
1,739,481	1,789,294	1,993,415	Total Expenditures	2,133,060	2,133,060	2,133,060

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,026,940
410	2045	Overtime	55,800
410	2055	Department Funded Intern Stipends	18,900
410	2059	Volunteer Wages	20,640
412	2095	Interfund Wages	20,970
415	2220	FICA	87,460
415	2230	Insurance	267,880
415	2235	Retirement Contributions	306,080
415	2240	Workers' Compensation	44,880

TOTAL PERSONNEL SERVICES			1,849,550
		TOTAL FTEs	12.4

Materials and Services (510 - 685)

510	3045	General Office Supplies	2,005
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Sub-total of Office Supplies			2,005
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515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	5,500
515	3190	Firefighting Equipment	5,500
515	3195	Fire Prevention/Public Relations Supplies	2,200
515	3200	HazMat Supplies	900
515	3205	Clothing / Uniforms	8,200
515	3210	Annual Turnout Purchase	13,500
515	3215	Annual Radio / Pager Purchase	3,000
515	3220	Annual Hose Purchase	4,600
515	3225	Annual Nozzle Applications	4,000
515	3230	SCBA Maintenance Supplies	2,750
515	3240	Wildland / Interface	2,000
515	3242	Structural Personal Protective Equipment	2,700
515	3310	General Operating Supplies	6,985

Sub-total of Operating Supplies			76,835
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525	3510	Building Materials / Supplies Station 2	3,900
525	3520	Building Materials / Supplies Headquarters	7,400
525	3530	General - Repair & Maintenance Supplies	2,210
525	3535	Radio / Pagers	1,500

Sub-total of Repair & Maintenance Supplies			15,010
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530	3720	Small Tools	6,000
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Sub-total of Small Tools			6,000
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545	3825	Tires - City Shops	2,000
545	3820	Vehicle Parts - City Shops	17,600

Sub-total of City Shop Expenses			19,600
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GENERAL FUND (001)

FIRE DEPARTMENT (2600)

610	4075	Outside Training & Schools	18,500	
610	4080	Resource Materials	3,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		Sub-total of Training		25,500
615	4265	Conferences / Meetings / Travel Expenses	5,000	
		Sub-total of Conferences, Meetings & Travel		5,000
620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	1,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	300	
		Sub-total of Professional Services		11,600
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		Sub-total of Volunteer Services		6,600
625	4635	Department Funded Intern Tuition & Fees	26,960	
		Sub-total of Fire Intern Expense		26,960
630	4750	Various Dues	1,200	
		Sub-total of Memberships & Dues		1,200
640	5020	Advertising - Legal Ads / Notices	750	
		Sub-total of Advertising		750
645	5060	EAP Insurance for volunteers	325	
		Sub-total Insurance Services		325
655	5211	Electricity - Public Safety Building	16,240	
655	5212	Electricity - Fire Station 2	2,700	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	7,250	
657	5508	Sanitation - Public Safety Building	2,320	
657	5509	Sanitation - Fire Station 2	600	
		Sub-total of Public Utility Services		32,110
660	5620	Office Machine (Copier Machine)		
660	5710	Radio / Pagers	2,200	
660	5715	Annual SCBA & Breathing Air Compressor Maint	6,500	
660	5716	Quarterly Breathing Air Quality Testing	500	
660	5717	Porta-Count Annual Calibration	1,200	

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

660	5720	Defibrillator Maintenance	1,900
660	5721	Personal Protective Equipment Maintenance	2,700
660	5725	Eq other than Vehicles/Include Fire Extinguishers	1,000
660	5726	Public Safety Bay Door Maintenance	3,700
660	5727	Annual Hose Testing	3,600
660	5728	Annual Ground Ladder Testing	825
660	5729	Annual Aerial Device/Ladder Testing	2,150
660	5750	Buildings-Public Safety	4,640
660	5751	Buildings-Station 2	6,800
660	5752	Annual Pump Testing - 4 Apparatus	1,500
660	5785	Motor Vehicles / Auto Body Shop	1,000
660	5825	General - Repair & Maintenance Services	4,000

Sub-total of Repair & Maintenance Services **44,215**

665	5860	Photocopy Machines	3,000
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Sub-total of Rentals/Leasing **3,000**

685	6245	Firefighter Response System (FFRS)	1,400
685	6250	Firehouse Software Maintenance	5,400

Sub-total of Technology Services **6,800**

TOTAL MATERIALS & SERVICES **283,510**

TOTAL FIRE DEPARTMENT **2,133,060**

CAPITAL IMPROVEMENT FUND - FIRE DEPT

Machinery and Equipment:

Overhead Radio/Paging System Upgrade	5,000
Truck	40,000
iPads/phones for engines	2,000
Weight / Cardio Training Eqpt	2,000

Subtotal of Machinery and Equipment **49,000**

Pumper Truck Lease Payment 5 of 7

Principal Payment	72,250
Interest Payment	4,250

Subtotal Debt Service **76,500**

TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT **125,500**

TOTAL FIRE DEPARTMENT - ALL FUNDS **2,258,560**



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FUND: GENERAL

Department: Police # 2800

Basic Objectives

The members of the Astoria Police Department (APD) provide law enforcement services for the City's residents and visitors, 24 hours every day. The department places particular emphasis on responding to calls for service, investigating crimes and providing for traffic enforcement. The department relies heavily on the community policing method to achieve their goals. The Police Department's motto, developed by Department members, is:

Dedicated to Duty – Committed to Community

Community Policing

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Coffee with a Cop, Social Media and other activities that bring residents into direct involvement with the police during routine conversations instead of during crisis. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer. Funding for CERT activities moved to the Police Special Projects Fund # 136 in 2017.

Technology

The department has made technology a priority to help the agency manage response in the most cost effective manner possible. The department is one of the first agencies in the country to replace the vehicle-mounted mobile computer with an inexpensive tablet technology solution which is completely integrated with the records management, dispatch and criminal justice information systems. The department is the only one in the North Coast using electronic ticket writers and in 2015 invested in a body camera system that integrates completely with their existing vehicle cameras.

Staffing

This budget provides for a Chief of Police, deputy chief, three sergeants, two detectives, ten patrol officers, one administrative services manager and two records specialists.

When fully staffed, the three sergeants and nine patrol officers are assigned to patrol duties. This staffing provides a consistent two officers on duty 24 hours a day, seven days a week. The highest routine staffing level for patrol activities is three officers.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE # 2800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,398,570	1,410,822	1,593,720	Regular Salaries	1,662,680	1,662,680	1,662,680
96,900	102,522	88,510	Overtime	93,180	93,180	93,180
10,660	13,972	10,040	Extra Help	5,490	5,490	5,490
22,274	20,036	30,950	Interfund Wages	21,500	21,500	21,500
114,491	112,955	131,830	FICA Taxes	136,390	136,390	136,390
315,525	303,991	379,870	Insurance	401,000	401,000	401,000
279,916	261,780	348,600	Retirement Contributions	432,130	432,130	432,130
48,159	50,803	62,100	Workers' Compensation	56,800	56,800	56,800
<u>2,286,495</u>	<u>2,276,881</u>	<u>2,645,620</u>	Total Personnel Services	<u>2,809,170</u>	<u>2,809,170</u>	<u>2,809,170</u>
19.2	19.2	21.6	FTEs	21.3	21.3	21.3
			Materials and Services:			
6,723	8,044	8,000	Office Supplies	8,850	8,850	8,850
35,345	36,301	58,150	Operating Supplies	60,550	60,550	60,550
9,093	8,495	8,600	Repair & Maintenance Supplies	10,200	10,200	10,200
1,983	1,512	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
11,449	12,552	14,500	City Shop Expenses	14,500	14,500	14,500
22,643	10,008	26,900	Training	26,900	26,900	26,900
4,271	2,268	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
2,823	5,497	2,800	Professional Services	8,800	8,800	8,800
625	-	-	CERT	-	-	-
1,649	200	1,580	Memberships & Dues	1,580	1,580	1,580
636	773	1,400	Communications	1,400	1,400	1,400
85	391	1,000	Advertising	1,000	1,000	1,000
2,229	1,124	1,700	Printing & Binding	4,100	4,100	4,100
224	223	300	Public Utility Services	18,990	18,990	18,990
16,644	15,056	21,000	Repair & Maintenance Services	25,400	25,400	25,400
4,724	5,275	7,650	Miscellaneous	7,650	7,650	7,650
<u>17,230</u>	<u>20,531</u>	<u>32,200</u>	Technology Services	<u>39,110</u>	<u>39,110</u>	<u>39,110</u>
138,376	128,250	191,280	Total Materials and Services	234,530	234,530	234,530
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>2,424,871</u>	<u>2,405,131</u>	<u>2,836,900</u>	Total Expenditures	<u>3,043,700</u>	<u>3,043,700</u>	<u>3,043,700</u>

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,662,680
410	2045	Overtime	93,180
410	2085	Extra Help	5,490
412	2095	Interfund Wages	21,500
415	2220	FICA	136,390
415	2230	Insurance	401,000
415	2235	Retirement Contributions	432,130
415	2240	Workers' Compensation	56,800

TOTAL PERSONNEL SERVICES

FTEs 21.3 2,809,170

Materials and Services (510 - 685)

510	3045	General Office Supplies	8,850
		Sub-total of Office Supplies	8,850
515	3120	Books / Periodicals	800
515	3125	Clothing / Uniforms / Boots / Gloves	14,500
515	3130	Photography Supplies	750
515	3135	Food and Local Meetings	2,400
515	3180	Fuel, Oil & Lubricants	40,000
515	3310	General Operating Supplies	2,100
		Sub-total of Operating Supplies	60,550
525	3520	Building Materials / Supplies	4,600
525	3640	Other Repair & Maintenance Supplies	5,600
		Sub-total of Repair & Maintenance Supplies	10,200
530	3720	Small Tools	2,500
		Sub-total of Small Tools	2,500
545	3820	Vehicle Parts - City Shops	6,500
545	3825	Tires - City Shops	5,000
545	3830	General Repair Supplies - City Shops	3,000
		Sub-total of City Shop Expenses	14,500
610	4055	Computer Training	500
610	4060	Career Development	18,900
610	4085	Travel Expenses - Training	2,500
610	4086	Ammo Training	5,000
		Sub-total of Training	26,900
615	4260	Conference / Meeting Expense	1,500
615	4265	Travel - Conferences and Meetings	1,500
		Sub-Total Conferences, Meetings & Travel	3,000

GENERAL FUND (001)**POLICE DEPARTMENT (2800)**

620	4425	Medical / Psychological Exams	3,000	
620	4430	OSHA Mandated Hearing Tests	800	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		8,800
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		1,580
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		1,400
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		1,000
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	3,300	
		Sub-total of Printing and Binding		4,100
655	5217	Electricity - Shooting Range	300	
655	5211	Electricity - Public Safety Building	11,760	
656	5450	Natural Gas - Public Safety Building	5,250	
657	5508	Sanitation - Public Safety Building	1,680	
		Sub-total of Public Utility Services		18,990
660	5620	Office Machines	3,100	
660	5710	Radio / Pagers	2,000	
660	5725	Eqpt Other than Veh/Includes Fire extinguishers	1,200	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		25,400
675	5985	County Drug Enforcement Program	2,250	
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		7,650
685	6245	Computer Hardware	3,500	
		Software Maintenance		
685	6250	Lexipol / Lexipol DTB	6,250	

GENERAL FUND (001)**POLICE DEPARTMENT (2800)**

685	6250	Saltus	1,900	
685	6250	File On Q Evidence	3,000	
685	6250	Recorder Maintenance	1,500	
685	6250	WatchGuard; Cellebrite	7,650	
685	6250	Other	15,310	
		Sub-total of Technology Services		39,110

TOTAL MATERIALS & SERVICES	234,530
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TOTAL CAPITAL OUTLAY	-
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TOTAL POLICE DEPARTMENT	3,043,700
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CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT**Machinery and Equipment - Police Department**

1 iFocus/Justice conversion fee part 2	20,450	
Kyocera Copy Machine	10,000	
1 Workstation replacement for Records Specialist	4,000	
4 Body Armor Replacements \$1200 ea	4,800	
3 Patrol Radios \$2000 ea	6,000	
3 Taser Replacements \$1500 ea	4,500	
200 Traffic Cones \$8 ea	1,600	
Squad Room/Evidence Station Updates	3,100	
1 Shield Replacement	2,500	
Public Safety Space Needs Study	<u>12,000</u>	
		68,950

Debt Services

Principal Payments - Police Vehicle Leases		
Pmt # 2 of Lease # 2830	15,100	
Pmt 18-19 Lease # 2852	13,800	
Advance Pmt 19-20 Lease + document fees	40,000	
Interest Payments - Police Vehicle Leases		
Pmt # 2 of Lease # 2830	1,000	
Pmt 18-19 Lease # 2852	1,680	
Advance Pmt 19-20 Lease + document fees	<u>-</u>	
		71,580

140,530

TOTAL POLICE DEPARTMENT - ALL FUNDS	3,184,230
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FUND: GENERAL

Department: Library # 3200

Basic Objectives: Explore Ideas, Engage Minds, Excite Imagination...at the Astoria Library

The Astoria Library is an active and responsive part of the community. Its service priorities are: to create young readers through early childhood literacy, to create comfortable virtual and physical space for its citizens, to provide resources that enable residents of all ages and backgrounds to explore topics of personal interest, to provide access to technology and tools to help residents find, evaluate and use information resources, to stimulate imagination through reading, viewing and listening for pleasure and to work with supporters to maintain adequate financial resources. The Library's activities are guided by the goals and objectives of the Astoria Public Library strategic plan.

With the cooperation of the Astor Library Friends Association and other volunteers, the library offers programs and activities for all ages.

The Library Advisory Board, appointed by the Mayor, assists with the development of library policies. The City Council approves these policies and the library staff implements them.

Staffing

The Library staff consists of a director, two full time senior library assistants, and a pool of temporary part-time library assistants. Volunteers are recruited to serve in capacities to enhance core services.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY # 3200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Personnel Services:						
139,157	173,113	186,290	Regular Salaries	196,240	196,240	196,240
-	-	350	Overtime	360	360	360
86,227	75,437	92,600	Extra Help	99,080	99,080	99,080
7,792	1,066	3,890	Interfund Wages	3,360	3,360	3,360
17,609	18,839	21,660	FICA Taxes	22,880	22,880	22,880
27,587	32,015	38,670	Insurance	37,660	37,660	37,660
28,186	44,891	52,100	Retirement Contributions	68,810	68,810	68,810
585	723	440	Workers' Compensation	430	430	430
307,143	346,084	396,000	Total Personnel Services	428,820	428,820	428,820
5.6	5.9	6.3	FTEs	6.3	6.3	6.3
Materials and Services:						
3,702	3,821	3,550	Office Supplies	3,550	3,550	3,550
6,236	9,180	7,320	Operating Supplies	7,820	7,820	7,820
53,560	49,364	50,940	Library Materials	54,700	54,700	54,700
2,106	584	2,400	Repair & Maintenance Supplies	6,250	6,250	6,250
1,021	2,897	2,500	Conferences, Meetings & Travel	2,500	2,500	2,500
6,024	5,192	3,300	Professional Services	4,800	4,800	4,800
454	765	755	Memberships & Dues	855	855	855
31	17	500	Communications	500	500	500
314	1,068	1,700	Advertising	1,700	1,700	1,700
-	172	100	Printing & Binding	600	600	600
13,437	13,882	16,300	Public Utility Services	16,300	16,300	16,300
23,284	15,510	20,100	Repair & Maintenance Services	22,800	22,800	22,800
3,484	169	1,000	Miscellaneous	1,000	1,000	1,000
1,087	3,277	1,200	Projects Funded by Grants	1,200	1,200	1,200
24,933	25,146	23,610	Technology	27,410	27,410	27,410
139,673	131,044	135,275	Total Materials and Services	151,985	151,985	151,985
Capital Outlay:						
-	2,271	-	Machinery & Equipment	-	-	-
<u>446,816</u>	<u>479,399</u>	<u>531,275</u>	Total Expenditures	<u>580,805</u>	<u>580,805</u>	<u>580,805</u>

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	196,240
410	2045	Overtime	360
410	2085	Extra Help	99,080
412	2095	Interfund Wages	3,360
415	2220	FICA	22,880
415	2230	Insurance	37,660
415	2235	Retirement Contributions	68,810
415	2240	Workers' Compensation	430

TOTAL PERSONNEL SERVICES

TOTAL FTEs 6.3 428,820

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	150	
510	3030	Paper	150	
510	3040	Printer Cartridges and Supplies	1,750	
510	3045	General Office Supplies	1,500	
		Sub-total of Office Supplies		3,550
515	3165	Volunteer Program - General	1,000	
515	3308	Barcodes/Book Jackets/Processing Supply	3,500	
515	3310	General Operating Supplies	3,320	
		Sub-total of Operating Supplies		7,820
520	3420	Book Collections, non-fiction	3,600	
520	3421	Book Collections, fiction	5,600	
520	3422	Book Collections, large print	5,000	
520	3423	Audio Books on CD	3,000	
520	3424	Adult/Family/Teen Programs	3,620	
520	3430	DVD Collection	5,000	
520	3435	Magazines	3,000	
520	3440	Newspapers / Review Sources	1,000	
520	3441	Children's collections-birth to age 5	4,600	
520	3442	Children's collections-K-3rd grade	4,250	
520	3443	Children's collections- 4th to 6th	3,500	
520	3444	Children's collections- 7th to 12th	3,000	
520	3445	Children's Programs	3,500	
520	3450	ODLC-Library2Go Consortium	4,800	
520	3453	Sanborn Maps	730	
520	3457	Fundraising Research Materials	500	
		Sub-total of Library Materials		54,700
525	3520	Building Materials / Supplies	900	
525	3555	Flooring and Lighting	750	
525	3640	Other Repair & Maintenance Supplies	4,600	
		Sub-total of Repair & Maintenance Supplies		6,250

General Fund (001)**LIBRARY (3200)**

615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		2,500
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	4,000	
		Sub-total of Professional Services		4,800
630	5805	Various Dues	175	
630	4810	American Library Association	350	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		855
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising	1,700	
		Sub-total of Advertising		1,700
650	5145	Printing & Binding - General	600	
		Sub-total of Printing & Binding		600
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		16,300
660	5620	Office Equipment	200	
660	5635	Microfilm Reader/Printer Maintenance	1,200	
660	5745	Janitorial Services Agreement	14,900	
660	5760	Heating Systems	3,000	
660	5770	Lighting	3,500	
		Sub-total of Repair & Maintenance Services		22,800
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,000
680	6130	Oregon State Library	1,200	
		Sub-total of Projects Funded by Grants		1,200

General Fund (001)			
LIBRARY (3200)			
685	6205	Computer Software / Mobile Hot Spot	5,755
685	6210	Annual Technical Repair / Replacement	5,000
685	6260	Library TLC Software Maintenance	16,400
			255
		Sub-total of Technology	27,410
TOTAL MATERIALS & SERVICES			151,985
TOTAL LIBRARY			580,805
CAPITAL IMPROVEMENT FUND - LIBRARY			
		Workstations - Public Access	6,000
		Clean Furniture and Carpets	2,000
		Renovation Projects	74,500
Total Capital Improvement Fund - Library			82,500
TOTAL LIBRARY - ALL FUNDS			663,305

SPECIAL REVENUE FUNDS

FUND: CAPITAL IMPROVEMENT # 102

Basic Objectives

This fund was established by Resolution No. 87-32, adopted May 4, 1987, with the proceeds from several sales of City-owned assets including real estate, timber, buildings, improvements, machinery and equipment. The purpose of the fund is to account for monies reserved for capital equipment and projects.

For several years, because of the constraints of the property tax limitation measure, all of the General Fund Capital Outlay was budgeted in this fund.

Oregon Housing Authority – Community Incentive Fund Loan # 2028 is a 15 year loan with 3% interest. Payments began December 31, 2005 and are made annually. This loan was paid in full on July 6, 2018.

Outstanding housing rehabilitation receivables include nine (9) housing rehabilitation loans in the amount of \$ 77,103, as of June 30, 2018.

Staffing

This fund provides for no staff positions. The Finance Department provides oversight of the expenditures and fund balance.

City of Astoria, Oregon
Budget Document

CAPITAL IMPROVEMENT FUND # 102

Historical Data			Budget for Fiscal Year 7/1/19 - 6/30/20			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
1,402,540	1,848,279	1,390,000	Beginning Fund Balance	1,520,000	1,520,000	1,520,000
			Prior Period Adjustment			
294,781	270,000	280,000	Intergovernmental	301,000	301,000	301,000
15,108	28,808	15,000	Interest Earnings	17,700	17,700	17,700
287,855	251,471	220,000	Timber Sale	180,000	180,000	180,000
1,082,785	65,381	-	Gifts, Bequests & Grants	-	-	-
5,598	27,370	-	Miscellaneous	-	-	-
			Transfer from Other Funds			
250,000	-	100,000	General Fund	-	-	-
76,500	76,500	76,500	17th Street Dock Fund	76,500	76,500	76,500
3,415,167	2,567,809	2,081,500	Total Resources	2,095,200	2,095,200	2,095,200
<u>Requirements</u>						
Materials & Services:						
			Professional Services			
105,798	69,458	162,000	Public Works	155,250	155,250	155,250
7,690	-	14,000	Parks	14,000	14,000	14,000
11,115	16,311	13,000	Professional Services-Unallocated	60,000	60,000	60,000
		700	Advertising-Unallocated	700	700	700
			Repair and Maintenance Services			
29,580	32,863	80,500	Public Works	70,500	70,500	70,500
			Projects Funded by Grants			
		89,500	Community Development	-	-	-
-	-	-	Unallocated	-	-	-
154,183	118,632	359,700	Total Materials & Services	300,450	300,450	300,450
Capital Outlay:						
		10,000	Buildings-Unallocated	10,000	10,000	10,000
			Improvements Other Than Bldgs			
	3,522	7,500	Unallocated	7,500	7,500	7,500
			Machinery and Equipment			
			Network Appropriation-Unallocated	106,270	106,270	106,270
99,584	86,780	98,000	Parks	208,000	208,000	208,000
226,867	197,709	179,870	Library	82,500	82,500	82,500
13,396	88,024	108,000	Police	68,950	68,950	68,950
36,239	56,881	72,900	Fire	49,000	49,000	49,000
62,629	21,462	18,700	Public Works	-	-	-
804,915	-	-	City Hall	46,500	46,500	46,500
-	48,477	14,000	Finance	4,000	4,000	4,000
-	25,657	-				
1,243,630	528,512	508,970	Total Capital Outlay	582,720	582,720	582,720
Debt Service						
48,318	49,141	45,020	Principal-Police	68,900	68,900	68,900
66,319	68,215	70,250	Principal-Fire	72,250	72,250	72,250
35,953	37,032	77,500	Principal-Unallocated	-	-	-
3,931	3,606	4,010	Interest-Police	2,680	2,680	2,680
10,042	8,145	6,250	Interest-Fire	4,250	4,250	4,250
4,512	3,434	1,600	Interest-Unallocated	-	-	-
169,075	169,573	204,630	Total Debt Service	148,080	148,080	148,080
-	-	150,000	Contingency	200,000	200,000	200,000
1,566,888	816,717	1,223,300	Total Expenditures	1,231,250	1,231,250	1,231,250
1,848,279	1,751,092	108,200	Fund Balance	113,950	113,950	113,950
-	-	750,000	Reserved for Future Expenditures	750,000	750,000	750,000
1,848,279	1,751,092	858,200	Ending Fund Balance	863,950	863,950	863,950
3,415,167	2,567,809	2,081,500	Total Requirements	2,095,200	2,095,200	2,095,200

CAPITAL IMPROVEMENT FUND (102 0000)

<u>Materials & Services (620 - 680)</u>			FY 19-20
620	4450	Property Appraisals	3,500
620	4455	Forest Management Plan Activities	80,000
620	4460	Hazardous Tree Removal - Public Works City Properties	35,000
620	4460	Hazardous Tree Removal - Parks	14,000
620	4465	Forest Fire Protection	13,750
620	4466	Millpond Taxes and HOA Dues	13,000
620	4467	City Property Sanitary/Refuse Removal	10,000
620	4540	Professional Services - General	60,000
		Sub-total of Professional Services	229,250
640	5030	Advertising - Public Notices	700
		Sub-total of Advertising	700
660	5800	Watershed Road Repairs	45,500
660	5825	Slide Repair and Maintenance	25,000
		Sub-total of Repair and Maintenance Services	70,500
TOTAL MATERIALS & SERVICES			300,450
<u>Capital Outlay (720 - 740)</u>			
GENERAL FUND:			
720	6400	<u>Buildings</u>	10,000
		Sub-total Buildings	10,000
730	6500	<u>Improvements Other Than Buildings</u>	7,500
		Sub-total Improvements Other Than Buildings	7,500

740	6650	<u>Machinery & Equipment</u>		
		iFocus Recommended Expenditures	106,270	
		Parks and Recreation	208,000	
		Library	82,500	
		Police Department	68,950	
		Fire Department	49,000	
		Finance Department	4,000	
		City Hall Department	46,500	
		Sub-total Machinery & Equipment		565,220
TOTAL CAPITAL OUTLAY				582,720
<u>Debt Service (810)</u>				
810	6026	Principal - Police Vehicle Leases	68,900	
810	6027	Interest - Police Vehicle Leases	2,680	
810	6028	Principal - Fire Pumper Truck Lease		
810	6029	Interest - Fire Pumper Truck Lease	72,250	
			4,250	
		Sub-total of Debt Service		148,080
<u>Contingent Expenditures (910)</u>				
910	8020	Contingency	200,000	
		Sub-total of Contingency		200,000
<u>Ending Fund Balance (950)</u>				
950	8520	Unappropriated Ending Fund Balance	113,950	
950	8520	Reserve for Library Project	750,000	
		Sub-total Ending Fund Balance		863,950
TOTAL CAPITAL IMPROVEMENT FUND				2,095,200

FUND: UNEMPLOYMENT # 104

Basic Objectives

This fund is maintained for the payment of unemployment claims. The revenue resources are provided by transfers from other operating funds.

Staffing

There is no provision for staff within this fund. The Finance Department supervises payments from this fund.

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND # 104

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
38,583	38,696	38,000	Beginning Fund Balance	35,560	35,560	35,560
382	568	600	Interest Earnings	700	700	700
			Transfers from Other Fund:			
5,000	5,000	5,000	General Fund	6,000	6,000	6,000
<u>43,965</u>	<u>44,264</u>	<u>43,600</u>	Total Resources	<u>42,260</u>	<u>42,260</u>	<u>42,260</u>
<u>Requirements</u>						
Material and Services:						
5,269	10,708	10,600	Unemployment claims	20,000	20,000	20,000
-	-	1,000	Contingency	5,000	5,000	5,000
<u>38,696</u>	<u>33,556</u>	<u>32,000</u>	Ending Fund Balance	<u>17,260</u>	<u>17,260</u>	<u>17,260</u>
<u>43,965</u>	<u>44,264</u>	<u>43,600</u>	Total Requirements	<u>42,260</u>	<u>42,260</u>	<u>42,260</u>

2019 / 20 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

<u>Materials and Services (675)</u>			
675	6055	Services-Miscellaneous Unemployment Claims	20,000
		Contingency	5,000
		Ending Fund Balance	<u>17,260</u>
TOTAL UNEMPLOYMENT FUND			42,260

FUND: REVOLVING LOAN # 122

Basic Objectives

This fund was created by Resolution No. 86-25, adopted by the City Council on June 2, 1986, to receive loan payments made by the Astoria Dairy Queen, which was the recipient of a Community Development Block Grant received by the City. The grant proceeds were loaned to finance a major expansion and remodeling project. The fund is intended for use as a revolving loan program for other business developments benefiting the community.

On June 1, 1998, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program and \$ 113,450 for use in financing business loans to Enterprise Cascadia, now Craft 3. The amount transferred to the bank is retained as a receivable from Craft 3 on the City financial statements and as a payable to the City of Astoria on Craft 3 financial statements.

Resolution No. 01-30, adopted by the City Council on November 5, 2001 replaced Resolution No. 98-20 and continues the relationship with Craft 3.

Resolution 15-24, adopted by the City Council on July 20, 2015, clarified the name change to Craft 3 and the use and management relationships previously adopted.

City Council approved a loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory on May 16, 2016. The loan guarantee is not a grant to the Armory and the guarantee amount will scale down over five years. Craft3 provided additional support for the Armory project with a \$ 45,000 capacity building grant.

Staffing

This fund provides for no staff positions. The Finance Department provides expenditure and fund balance oversight for the fund.

City of Astoria, Oregon
Budget Document

REVOLVING LOAN FUND # 122

Historical Data			Budget for Fiscal Year 7/1/19- 6/30/20			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Resources						
273,602	294,754	181,700	Beginning Fund Balance	114,000	114,000	114,000
1,732	3,276	2,000	Interest on Investments	2,280	2,280	2,280
20,000	57,047	-	Miscellaneous Income	11,940	11,940	11,940
<u>295,334</u>	<u>355,077</u>	<u>183,700</u>	Total Resources	<u>128,220</u>	<u>128,220</u>	<u>128,220</u>
Requirements						
Materials & Services						
580	2,637	130,000	Miscellaneous	123,170	123,170	123,170
-	-	19,500	Contingency	5,050	5,050	5,050
<u>294,754</u>	<u>352,440</u>	<u>34,200</u>	Ending Fund Balance	-	-	-
<u>295,334</u>	<u>355,077</u>	<u>183,700</u>	Total Requirements	<u>128,220</u>	<u>128,220</u>	<u>128,220</u>

2019 / 20 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
		Miscellaneous	
675	6025	Economic Development Projects	43,170
675	6035	Derelict Building Program Support	<u>80,000</u>
		Total Materials & Services	123,170
910	8020	Contingency	5,050
950	8520	Ending Fund Balance	<u>0</u>
TOTAL REVOLVING LOAN FUND			128,220

FUND: COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

Basic Objectives

The Community Development Block Grant Fund was established by the adoption of City Council Resolution 18-08, on May 7, 2018. This fund was created to account for the proceeds of Community Development Block Grants (CDBG) the City has been awarded in the amount of \$ 400,000 to provide 0% interest, deferred payment loans to homeowners whose incomes are at or below 80% of median income. The funds are to be used for the repair or renovation of homes to meet health, safety and security standards with a concentrated effort on handicap accessibility modifications. CDBG funds will also be matched with Weatherization Funds received by Community Action Team who will be the certified sub grantee assisting the City with the block grants. The areas to be served will include Clatsop, Columbia and Tillamook counties. The City is required to account for these resources in a separate fund.

Staffing

The budget provides for no staff positions.

City of Astoria, Oregon
Budget Document

COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19- 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
-	-	-	Beginning Fund Balance	-	-	-
		400,000	CDBG	-	-	-
			Loan Repayments	327,000	327,000	327,000
-	-	-	Interest	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
-	-	400,000	Total Resources	327,000	327,000	327,000
<u>Requirements</u>						
Materials & Services						
		320,000	Loan Disbursements	261,600	261,600	261,600
-	-	80,000	Program Management Fees	65,400	65,400	65,400
-	-	400,000	Total Materials & Services	327,000	327,000	327,000
-	-	-	Contingent Expenditures	-	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	400,000	Total Requirements	327,000	327,000	327,000

Detail Budget Information 2019 / 20

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)

Materials and Services (515 - 660)

675-6025	Loan Disbursements	261,600	
620-4470	Program Management Fees	65,400	
		327,000	
TOTAL HOUSING REHABILITATION LOAN FUND			327,000

FUND: BUILDING INSPECTION # 128

Basic Objectives

This fund accounts for the activity of the City's building inspection program. This fund was established by City Council Resolution No. 00-11, adopted on March 20, 2000. The activity of the Building Inspection Division is overseen by the Community Development Department of the General Fund and is accounted for as the Building Inspection fund in compliance with ORS 455.210. Maintaining a separate fund provides measurement of the costs of the program as they relate to revenue from charges for services.

Staffing

The Community Development Director oversees the expenditures of this fund. Personal Services provide for a building inspector and a building permit coordinator. These positions are listed in the Community Development Department staffing numbers.

City of Astoria, Oregon
Budget Document

BUILDING INSPECTION FUND # 128

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Resources						
350,583	326,528	290,000	Beginning Fund Balance	214,200	214,200	214,200
180,630	161,918	205,000	Charges for Services	200,000	200,000	200,000
-	-	-	Miscellaneous Income			
<u>3,339</u>	<u>4,689</u>	<u>4,500</u>	Interest on Investments	<u>4,300</u>	<u>4,300</u>	<u>4,300</u>
<u>534,552</u>	<u>493,135</u>	<u>499,500</u>	Total Resources	<u>418,500</u>	<u>418,500</u>	<u>418,500</u>
Requirements						
Personnel Services:						
91,640	111,442	119,450	Regular Salaries	130,290	130,290	130,290
11,350	16,700	20,400	Extra Help	20,600	20,600	20,600
7,550	9,462	10,700	FICA Taxes	11,550	11,550	11,550
30,437	33,778	39,000	Insurance	37,060	37,060	37,060
12,450	24,852	23,110	Retirement Contributions	37,670	37,670	37,670
<u>1,659</u>	<u>967</u>	<u>2,590</u>	Workers' Compensation	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>
155,086	197,201	215,250	Total Personnel Services	239,770	239,770	239,770
1.0	2.0	2.0	FTEs	2.2	2.2	2.2
Materials and Services:						
799	1,934	2,000	Office Supplies	2,000	2,000	2,000
689	825	650	Operating Supplies	650	650	650
1,475	2,055	2,500	Conferences, Meetings & Travel	2,500	2,500	2,500
27,526	3,182	3,450	Professional Services	14,450	14,450	14,450
375	350	350	Memberships & Dues	350	350	350
198	196	500	Communications	500	500	500
143	-	250	Printing & Binding	250	250	250
1,898	384	300	Repair & Maintenance Services	1,230	1,230	1,230
<u>4,625</u>	<u>5,380</u>	<u>7,000</u>	Miscellaneous	<u>7,060</u>	<u>7,060</u>	<u>7,060</u>
37,728	14,306	17,000	Total Materials and Services	28,990	28,990	28,990
Transfers to Other Funds						
15,210	20,800	20,800	General Fund	20,800	20,800	20,800
<u>15,210</u>	<u>20,800</u>	<u>20,800</u>	Total of Transfer to Other Funds	<u>20,800</u>	<u>20,800</u>	<u>20,800</u>
-	-	75,000	Contingency	50,000	50,000	50,000
208,024	232,307	328,050	Total Expenditures	339,560	339,560	339,560
<u>326,528</u>	<u>260,828</u>	<u>171,450</u>	Ending Fund Balance	<u>78,940</u>	<u>78,940</u>	<u>78,940</u>
<u>534,552</u>	<u>493,135</u>	<u>499,500</u>	Total Requirements	<u>418,500</u>	<u>418,500</u>	<u>418,500</u>

BUILDING INSPECTION FUND (128 3300)**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	130,290
415	2085	Extra Help	20,600
415	2220	FICA Taxes	11,550
415	2230	Insurance	37,060
415	2235	Retirement Contributions	37,670
415	2240	Workers' Compensation	2,600

TOTAL PERSONNEL SERVICES**239,770****FTEs****2.2****Materials and Services (510 - 675)**

510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
		Sub-total of Office Supplies	2,000
515	3180	Fuel, Oil and Lubricants	400
515	3310	General Operating Supplies	250
		Sub-total Operating Supplies	650
615	4260	Conference / Meeting Expense	2,000
615	4265	Travel - Conferences / Meetings	500
		Sub-total Conferences, Meetings & Travel	2,500
620	4485	Contract Building Inspection Services	13,000
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	450
		Sub-total of Professional Services	14,450
630	4750	Various Dues	350
		Sub-total Memberships & Dues	350
635	4930	Communications	500
		Sub-total Communications	500
645	5060	EAP Insurance	60
		Sub-total Insurance	60

BUILDING INSPECTION FUND (128 3300)			
650	5145	General - Printing and Binding	250
		Sub-total of Printing and Binding	250
660	5620	Office Machines	300
660	5825	General - Repair & Maintenance Services	300
		Sub-total of Repair & Maintenance Services	600
675	5925	VISA Fees	6,500
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	7,000
685	6207	Photocopy Machine	630
		Sub-Total Technology Services	630
TOTAL MATERIALS & SERVICES			28,990
<u>Capital Outlay (740)</u>			
740	6650	Machinery & Equipment	-
TOTAL CAPITAL OUTLAY			-
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	20,800
		Sub-total Transfer to Other Funds	20,800
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	50,000
		Sub-total Contingency	50,000
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	78,940
		Sub-total Ending Fund Balance	78,940
TOTAL BUILDING INSPECTION FUND			418,500

BUILDING INSPECTION FUND (128 3300)	
CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION	
Total Capital Improvement Fund - Building Inspection	-
TOTAL BUILDING INSPECTION - ALL FUNDS	418,500



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FUND: EMERGENCY COMMUNICATIONS # 132

Basic Objectives

This fund was established by Resolution No. 82-14, adopted on July 19, 1982. It supports a Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 16 public safety agencies, including the Astoria Police and Fire Departments. Revenues, which are received through the 9-1-1 Emergency Communications System and the agency subscribers to the Center, are deposited into this fund because their use is restricted to development and maintenance of the 9-1-1 emergency telephone system. During FYE June 30, 2000, the 9-1-1 telephone system was upgraded to Enhanced 9-1-1, which adds to the capability of a dispatcher to send appropriate police, fire or medical emergency assistance to an accurate location. All emergency communications costs are reflected in this fund, allowing consistent management of expenditures and realistic fees for the subscribers.

Staffing

This budget provides for a Center manager, a supervisor, six full-time dispatchers, three regular part-time dispatchers and temporary part-time dispatchers as needed. The Communications Center functions within the organizational structure of the Police Department.

City of Astoria, Oregon
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Resources						
709,117	858,778	650,000	Beginning Fund Balance	750,000	750,000	750,000
			Prior Period Adjustment			
277,081	286,697	275,000	Intergovernmental	280,000	280,000	280,000
586,480	595,565	596,736	Charges for Services	719,694	719,694	719,694
6,987	13,084	9,000	Interest on Investments	13,507	13,507	13,507
			Transfer From Other Funds			
379,900	398,550	414,479	General Fund	443,912	443,912	443,912
-	-	6,166	Public Works	6,200	6,200	6,200
<u>1,959,565</u>	<u>2,152,674</u>	<u>1,951,381</u>	Total Resources	<u>2,213,313</u>	<u>2,213,313</u>	<u>2,213,313</u>
Requirements						
Personnel Services:						
518,755	562,904	695,500	Regular Salaries	733,800	733,800	733,800
115,200	96,120	89,600	Overtime	89,600	89,600	89,600
22,945	1,867	-	Extra Help	-	-	-
49,523	49,752	60,100	FICA Taxes	63,000	63,000	63,000
139,481	135,703	203,900	Insurance	213,700	213,700	213,700
89,699	115,939	145,800	Retirement Contributions	191,100	191,100	191,100
1,756	1,910	1,400	Workers' Compensation	1,400	1,400	1,400
937,359	964,195	1,196,300	Total Personnel Services	1,292,600	1,292,600	1,292,600
11.0	11.0	12.0	FTEs	12.0	12.0	12.0
Materials and Services:						
1,305	825	4,500	Office Supplies	4,500	4,500	4,500
2,906	1,135	6,000	Operating Supplies	6,000	6,000	6,000
4,482	1,164	3,500	Small Tools & Minor Equipment	3,500	3,500	3,500
3,042	-	3,500	General Repairs / City Shops	3,500	3,500	3,500
1,914	1,620	2,200	Training	3,200	3,200	3,200
6,420	9,628	12,000	Conferences, Meetings & Travel	12,000	12,000	12,000
9,217	3,987	12,800	Professional Services	42,800	42,800	42,800
782	1,097	2,500	Memberships & Dues	2,500	2,500	2,500
6,827	7,429	7,000	Communications	7,000	7,000	7,000
-	165	500	Advertising	500	500	500
3,588	4,251	5,240	Public Utility Services	5,240	5,240	5,240
23,112	24,770	26,250	Repair & Maintenance Services	26,250	26,250	26,250
24,269	32,225	41,200	Technology	58,000	58,000	58,000
75	710	2,500	Miscellaneous	2,500	2,500	2,500
87,939	89,006	129,690	Total Materials and Services	177,490	177,490	177,490
Capital Outlay:						
22,967	21,734	20,000	Buildings	20,000	20,000	20,000
31,522	25,291	261,000	Machinery & Equipment	148,000	148,000	148,000
54,489	47,025	281,000	Total Capital Outlay	168,000	168,000	168,000
Transfer to Other Fund						
21,000	25,000	25,000	General Fund	25,000	25,000	25,000
-	-	150,000	Contingency	150,000	150,000	150,000
1,100,787	1,125,226	1,781,990	Total Expenditures	1,813,090	1,813,090	1,813,090
858,778	1,027,448	96,391	Ending Fund Balance	300,223	300,223	300,223
-	-	73,000	Reserved for Future Capital Expenditure	100,000	100,000	100,000
<u>858,778</u>	<u>1,027,448</u>	<u>169,391</u>	Total Ending Fund Balance	<u>400,223</u>	<u>400,223</u>	<u>400,223</u>
<u>1,959,565</u>	<u>2,152,674</u>	<u>1,951,381</u>	Total Requirements	<u>2,213,313</u>	<u>2,213,313</u>	<u>2,213,313</u>

EMERGENCY COMMUNICATIONS (132 3400)**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	733,800
410	2045	Overtime	89,600
415	2220	FICA - Social Security	63,000
415	2230	Insurance	213,700
415	2235	Retirement Contributions	191,100
415	2240	Workers' Compensation	1,400

TOTAL PERSONNEL SERVICES**FTEs****12.0****1,292,600****Materials and Services (510 - 685)**

510	3025	Stationery Envelopes	500
510	3030	Paper	500
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	3,000

Sub-total of Office Supplies

4,500

515	3180	Fuel and Lubricants	6,000
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Sub-total of Operating Supplies

6,000

530	3720	Small Tools & Minor Equipment	3,500
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Sub-total of Small Tools & Minor Equipment

3,500

545	3830	General Repairs / Vehicle Supplies City Shops	3,500
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Sub-total of City Shops Supplies

3,500

610	4095	Certification	100
610	4100	EMD	100
610	4110	Dispatch Training	3,000

Sub-total of Training

3,200

615	4260	Conferences / Meeting Expenses / Recognition	10,000
615	4265	Travel-Conferences and Meetings	2,000

Sub-total of Conferences, Meetings & Travel

12,000

EMERGENCY COMMUNICATIONS (132 3400)

620	4495	APCO Frequency Coordination	3,500	
620	4539	VOIP Cisco/Obsidian Support	1,800	
620	4540	Professional Services-General	37,500	
		Sub-total of Professional Services		42,800
630	4750	Various Dues	2,500	
		Sub-Total of Memberships & Dues		2,500
635	4940	911 Lines/Non Emergency	6,000	
635	4955	Language Line Services	1,000	
		Sub-total of Communications		7,000
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		500
655	5215	Electricity - 2210 Coxcomb Drive	2,640	
655	5218	Electricity - L&C MW	500	
655	5219	Electricity - L&C BLDNG	1,200	
655	5216	Electricity - 2195 Coxcomb Drive	900	
		Sub-total of Public Utility Services		5,240
660	5705	Server - Ifocus	26,250	
		Sub-total of Repair & Maintenance Services		26,250
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		2,500
685	6205	911 Web Site Maintenance	1,500	
685	6225	Eventide	3,000	
685	6230	Web based Communication Software	5,000	
685	6235	Computer Hardware Maintenance	8,700	
685	6240	Justice License	6,000	
685	6245	Crime Reports	1,500	
685	6265	Subscriber reimbursed expenses	31,300	
685	6275	Tailored Solutions	1,000	
		Sub-total of Technology Services		58,000
TOTAL MATERIALS & SERVICES				177,490

EMERGENCY COMMUNICATIONS (132 3400)**Capital Outlay (740)**

720	6400	Communication System Network Maintenance Radio Site Maintenance	20,000	
		Sub-total of Buildings		20,000
740	6650	Machinery & Equipment PC's		
		UPS Batteries	1,000	
		Radio Site Cameras	7,000	
		Voting Receivers	2,500	
		Maintenance Contract Simulcast System	40,000	
		GTR Repeater (3)	0	
		Office Furn Ops Sup	4,500	
		Fire Simulcast	93,000	
		Sub-total of Machinery & Equipment		148,000

TOTAL CAPITAL OUTLAY 168,000**Transfer to Other Funds (850)**

850	7555	General Fund	25,000	
		Sub-total Transfers to Other Funds		25,000

Contingent Expenditures (910)

910	8020	Contingent Expenditures	150,000	
		Sub-total of Contingent Expenditures		150,000

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	300,223	
950	8520	Reserved for Future Capital Expenditures - Dispatch Consoles	100,000	
		Sub-total of Ending Fund Balance		400,223

TOTAL EMERGENCY COMMUNICATIONS FUND 2,213,313



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FUND: SPECIAL POLICE PROJECTS # 136

Basic Objectives

This fund was established by Resolution No. 94-21, adopted on April 18, 1994. Since the passage of the tax limitation law in 1990, the Astoria Police Department has sought grants and alternate funding sources.

Resolution No. 16-17, adopted on August 1, 2016 changed the fund name to Special Police Project Fund to more closely describe the function and purpose of the fund. The fund may receive contributions from private individuals, organizations and businesses as well as certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of the resources.

Community Emergency Response Team (CERT) activities are administrated through this fund.

Staffing

This fund operates within the organizational structure of the Police Department. No staff positions are paid from this fund.

City of Astoria, Oregon
Budget Document

SPECIAL POLICE PROJECTS #136

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
10,394	21,804	16,940	Beginning Fund Balance	15,520	15,520	15,520
			Intergovernmental Revenue			
213	262	300	Interest Earnings	310	310	310
12,257	1,198	-	Gifts & Bequests	-	-	-
-	1,400	1,400	Transfers from Other Funds	1,400	1,400	1,400
<u>22,864</u>	<u>24,664</u>	<u>18,640</u>	Total Resources	<u>17,230</u>	<u>17,230</u>	<u>17,230</u>
<u>Requirements</u>						
Materials and Services:						
1,060	8,077	15,730	Operating Supplies	15,730	15,730	15,730
-	-	-	Projects Funded by Grants	-	-	-
1,060	8,077	15,730	Total Materials and Services	15,730	15,730	15,730
-	-	2,910	Contingency	1,500	1,500	1,500
1,060	8,077	18,640	Total Expenditures	17,230	17,230	17,230
21,804	16,587	-	Ending Fund Balance	-	-	-
<u>22,864</u>	<u>24,664</u>	<u>18,640</u>	Total Requirements	<u>17,230</u>	<u>17,230</u>	<u>17,230</u>

2019 / 20 Budget Detail Information

SPECIAL POLICE PROJECTS FUND (136 0000)

<u>Materials and Services</u>			
515	3310	Operating Supplies	<u>15,730</u>
		Total Materials and Services	15,730
		Contingency	<u>1,500</u>
		Ending Fund Balance	-
TOTAL SPECIAL POLICE PROJECTS FUND			<u>17,230</u>

FUND: PARKS PROJECT FUND # 146

Basic Objectives

The Parks and Recreation Fund was established by Resolution No. 93-52, adopted on December 6, 1993. Resolution No. 12-07, adopted June 4, 2012 revised the name to Parks Project Fund to recognize expanded scope of park related projects. The major resource for this fund is grants and donations, specifically for parks related programs as gifts or in memory of a person. Private individuals, organizations and businesses may contribute by donation to fund park improvements or program enhancements. It is envisioned the fund will grow to a substantial size to help subsidize programs the community wishes to maintain. This fund is the focal point for the development of the Garden of Surging Waves, a park in tribute to the Chinese heritage in Astoria. The Garden of Surging Waves was dedicated on April 19, 2014. The Parks Project Fund will continue to receive gifts and other resources for park related projects, including the Garden of Surging Waves.

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

PARKS PROJECT FUND #146

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
273,913	267,546	77,160	<u>Resources</u>			
-	-		Beginning Fund Balance	40,100	40,100	40,100
727	9,733	750	Prior Period Adjustment			
1,175	1,169	1,000	Gifts & Bequests	-	-	-
			Interest Earnings	800	800	800
<u>275,815</u>	<u>278,448</u>	<u>78,910</u>	Total Resources	<u>40,900</u>	<u>40,900</u>	<u>40,900</u>
			<u>Requirements</u>			
			Materials & Services:			
4,200	9,665	25,000	Professional Services	25,000	25,000	25,000
4,200	9,665	25,000	Total Materials & Services	25,000	25,000	25,000
			Capital Outlay:			
4,069	-	53,910	Improvements Other Than Bldgs	15,900	15,900	15,900
-	-	-	Contingent Expenditures	-	-	-
8,269	9,665	78,910	Total Expenditures	40,900	40,900	40,900
<u>267,546</u>	<u>268,783</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>275,815</u>	<u>278,448</u>	<u>78,910</u>	Total Requirements	<u>40,900</u>	<u>40,900</u>	<u>40,900</u>

2019 /20 Budget Detail Information

PARKSPROJECT FUND (146 0000)

			<u>Materials & Services</u>	
620	4540		Professional Services	25,000
			TOTAL MATERIALS & SERVICES	25,000
			<u>Capital Outlay</u>	
730	6500		Improvements Other Than Buildings	15,900
			TOTAL CAPITAL OUTLAY	15,900
910	8020		Contingency	-
950	8,520		Ending Fund Balance	-
			TOTAL PARKS PROJECT FUND	40,900

FUND: MARITIME MEMORIAL # 148

Basic Objectives

This fund was established by City Council Resolution No. 88-07, adopted on February 16, 1988, in recognition of a strong community desire to construct and maintain a maritime memorial. The resources from this fund come from donations of private citizens, businesses, and organizations to memorialize those lost at sea or to commemorate those with strong ties to the maritime industry.

General

Sited beside the Columbia River, phase one of the Maritime Memorial construction was completed with a dedication ceremony held in October, 1993. During FYE June 30, 1998, donations in the name of one individual were sufficient to construct the second phase of the memorial. There has been steady interest in the memorial with engravings completed in October and May each year. A memorial service, sponsored by the Uniontown Neighborhood Association, is held annually on Memorial Day. The memorial has received nation-wide recognition with donations received from various parts of the country commemorating individuals with Pacific Northwest maritime connections. The memorial continues to receive contributions and requests for new plaques and an expansion began in March, 2019.

Staffing

The Parks and Recreation Director coordinates donations to and expenditures from this fund. The Finance Department provides accounting services for the fund.

City of Astoria, Oregon
Budget Document

MARITIME MEMORIAL FUND # 148

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
89,213	100,284	109,900	Beginning Fund Balance	1,000	1,000	1,000
20,175	23,430	15,000	Gifts and Bequests	20,000	20,000	20,000
		50,000	Loan Proceeds	-	-	-
944	1,689	1,200	Interest Earnings	100	100	100
<u>110,332</u>	<u>125,403</u>	<u>176,100</u>	Total Resources	<u>21,100</u>	<u>21,100</u>	<u>21,100</u>
<u>Requirements</u>						
Materials & Services:						
-	-	500	Office Supplies	-	-	-
10,048	10,881	7,000	Professional Services	11,100	11,100	11,100
-	-	7,500	Repair & Maintenance Services	-	-	-
10,048	10,881	15,000	Total Materials & Services	11,100	11,100	11,100
Capital Outlay:						
-	-	161,100	Improvements Other Than Bldgs	-	-	-
Contingent Expenditures						
-	-	-		-	-	-
Debt Service:- Principal Only Loan						
-	-	-		10,000	10,000	10,000
10,048	10,881	176,100	Total Expenditures	21,100	21,100	21,100
<u>100,284</u>	<u>114,522</u>	-	Ending Fund Balance	-	-	-
<u>110,332</u>	<u>125,403</u>	<u>176,100</u>	Total Requirements	<u>21,100</u>	<u>21,100</u>	<u>21,100</u>

2019 / 20 Budget Detail Information

MARITIME MEMORIAL FUND (148 0000)

<u>Materials and Services</u>						
620	4540	Professional Services - General			<u>11,100</u>	
TOTAL MATERIALS & SERVICES						11,100
<u>Capital Outlay</u>						
730	6500	Improvements Other Than Buildings			-	
TOTAL CAPITAL OUTLAY						-
Contingency						
						-
<u>Debt Service</u>						
Principal Only Loan from Astor West URD					<u>10,000</u>	
						10,000
Ending Fund Balance						-
TOTAL MARITIME MEMORIAL FUND						21,100

FUND: PARKS OPERATION # 158

Basic Objectives

This fund was established by City Council Resolution 12-07 adopted on June 4, 2012 to consolidate parks functions into one fund.

The following pages contain summary information of resources and expenditures for the departments of the Parks Operation Fund. Those departments are:

Aquatics	# 4100
Parks Recreation and Administration	# 4200
Parks Maintenance	# 4300

The Parks Operation Fund is a governmental fund. It operates from program fees and a transfer from the City's General Fund. This fund accounts for the activities involved in providing recreational services to the residents of the City including operation of Astoria Aquatic Center; maintenance of City parks and operation of Oceanview Cemetery.

Staffing

All of the employees of this fund are under the supervision of the Parks and Recreation Director. Full time staffing includes: Parks and Recreation Director; one manager; three recreation coordinators; one maintenance supervisor; one pool supervisor; two full time maintenance workers; one administrative assistant; and, part-time employees, as needed.

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19- 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
6,197	102,450	-	Beginning Fund Balance	510,000	510,000	510,000
			Charges for Services			
394,696	479,382	520,000	Aquatic Fees	510,000	510,000	510,000
664,604	628,275	625,100	Recreation Fees	700,000	700,000	700,000
84,300	81,569	90,000	Maintenance Fees	99,500	99,500	99,500
			Transfers from Other Funds:			
878,100	1,194,100	1,111,110	General Fund	1,111,110	1,111,110	1,111,110
-	116,700	360,350	Promote Astoria	320,200	320,200	320,200
70,000	70,000	70,000	17th Street Dock	70,000	70,000	70,000
<u>2,097,897</u>	<u>2,672,476</u>	<u>2,776,560</u>	Total Resources	<u>3,320,810</u>	<u>3,320,810</u>	<u>3,320,810</u>
<u>Requirements (by department)</u>						
706,475	836,710	920,410	Aquatic	935,940	935,940	935,940
902,957	1,045,636	1,212,620	Parks-Recreation / Administration	1,183,140	1,183,140	1,183,140
386,015	392,917	643,530	Maintenance	643,260	643,260	643,260
-	-	-	Contingency	100,000	100,000	100,000
<u>1,995,447</u>	<u>2,275,263</u>	<u>2,776,560</u>	Total Expenditures	<u>2,862,340</u>	<u>2,862,340</u>	<u>2,862,340</u>
102,450	397,213	-	Ending Fund Balance	358,470	358,470	358,470
<u>2,097,897</u>	<u>2,672,476</u>	<u>2,776,560</u>	Total Requirements	<u>3,220,810</u>	<u>3,220,810</u>	<u>3,220,810</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300.

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND # 158
Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
439,596	575,456	588,350	Aquatic Facility	630,010	630,010	630,010
752,589	832,890	989,130	Recreation / Administration	1,074,450	1,074,450	1,074,450
<u>238,395</u>	<u>234,892</u>	<u>381,780</u>	Maintenance	<u>410,930</u>	<u>410,930</u>	<u>410,930</u>
1,430,580	1,643,238	1,959,260	Total Personal Services	2,115,390	2,115,390	2,115,390
			Materials & Services:			
266,879	261,254	332,060	Aquatic Facility	305,930	305,930	305,930
150,368	202,657	223,490	Recreation / Administration	208,690	208,690	208,690
<u>147,620</u>	<u>158,025</u>	<u>261,750</u>	Maintenance	<u>232,330</u>	<u>232,330</u>	<u>232,330</u>
564,867	621,936	817,300	Total Materials & Services	746,950	746,950	746,950
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
-	10,089	-	Recreation / Administration	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Maintenance	<u>-</u>	<u>-</u>	<u>-</u>
-	10,089	-	Total Capital Outlay	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Contingency	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<u>102,450</u>	<u>397,213</u>	<u>-</u>	Ending Fund Balance	<u>358,470</u>	<u>358,470</u>	<u>358,470</u>
<u><u>2,097,897</u></u>	<u><u>2,672,476</u></u>	<u><u>2,776,560</u></u>	Total Expenditures	<u><u>3,320,810</u></u>	<u><u>3,320,810</u></u>	<u><u>3,320,810</u></u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.



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FUND: PARKS OPERATION

Department: Aquatics # 4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a splash fountain, a large slide, a wading pool and a spa. Dry land components include a large fitness room and a concession stand. The center attracts users from a large area around Astoria. Resources of the fund are from charges for services provided by the facility.

Staffing

Staffing consists of two full-time employee. Temporary employees fill the function of life guards and support staff.

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
PARKS OPERATION-AQUATICS # 4100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
58,896	91,863	116,970	Regular Salaries	119,100	119,100	119,100
-	537	-	Overtime	-	-	-
296,723	355,764	321,780	Extra Help	349,020	349,020	349,020
26,958	33,811	33,570	FICA Taxes	35,820	35,820	35,820
20,684	36,747	43,310	Insurance	45,220	45,220	45,220
30,869	48,320	53,600	Retirement Contributions	61,840	61,840	61,840
5,466	8,414	19,120	Workers' Compensation	19,010	19,010	19,010
439,596	575,456	588,350	Total Personal Services	630,010	630,010	630,010
9.9	12.7	14.0	FTEs	14.0	14.0	14.0
Materials and Services:						
1,660	1,637	1,700	Office Supplies	1,900	1,900	1,900
1,533	456	1,000	Concession Supplies	1,000	1,000	1,000
5,533	3,191	6,500	Retail Supplies	6,500	6,500	6,500
64,874	56,406	66,400	Operating Supplies	59,500	59,500	59,500
9,090	6,002	7,900	Repair & Maintenance Supplies	6,770	6,770	6,770
10,160	11,882	15,300	Training	12,300	12,300	12,300
1,982	2,611	1,500	Conferences, Meetings & Travel	2,500	2,500	2,500
13,534	18,990	32,540	Professional Services	31,940	31,940	31,940
-	-	350	Memberships & Dues	-	-	-
1,289	1,306	3,120	Communications	3,220	3,220	3,220
624	547	2,000	Advertising	1,000	1,000	1,000
-	-	500	Printing & Binding	500	500	500
126,495	116,418	154,550	Public Utility Services	143,600	143,600	143,600
19,578	28,418	19,800	Repair & Maintenance Services	18,800	18,800	18,800
2,737	1,476	2,500	Rentals	1,500	1,500	1,500
7,790	7,843	8,800	Miscellaneous	7,300	7,300	7,300
-	4,071	7,600	Technology Services	7,600	7,600	7,600
266,879	261,254	332,060	Total Materials and Services	305,930	305,930	305,930
Capital Outlay:						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
706,475	836,710	920,410	Total Expenditures	935,940	935,940	935,940

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	119,100
410	2045	Overtime	
410	2085	Extra Help	349,020
412	2095	Interfund Wages	
415	2220	FICA - Social Security	35,820
415	2225	Insurance	45,220
415	2235	Retirement Contributions	61,840
415	2240	Workers' Compensation	19,010

TOTAL PERSONNEL SERVICES

FTEs 14.4

630,010

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,900
		Sub-total of Office Supplies	1,900
515	3140	First Aid Supplies	500
515	3160	Program Supplies	5,000
515	3170	Concession Stand Supplies	1,000
515	3175	Retail Item Supplies	6,500
515	3265	Custodial Supplies	8,000
515	3270	Chemicals	39,000
515	3310	General Operating Supplies	7,000
		Sub-total of Operating Supplies	67,000
525	3520	Building Materials / Supplies	1,300
525	3540	Paint and Paint Supplies	700
525	3545	Plumbing Supplies	2,000
525	3550	Electrical Supplies	270
525	3640	Other Repair and Maintenance Supplies	2,500
		Sub-total Repair and Maintenance Supplies	6,770
610	4085	Travel Expense - Training	3,000
610	4105	Life Guard Services	8,800
610	4115	Workshops	500
		Sub-total of Training	12,300

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

615	4260	Conferences / Meeting Expense	500	
615	4265	Travel - Conferences and Meeting	2,000	
		Sub-total of Conferences, Meetings & Travel		2,500
620	4432	Background Checks	1,000	
620	4540	Professional Services - General	30,940	
		Sub-total of Professional Services		31,940
635	4920	Cell Phones	1,920	
635	4965	Charter Cable	1,300	
		Sub-total of Communications		3,220
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	85,600	
656	5479	Natural Gas	50,000	
657	5517	Sanitation	8,000	
		Sub-total of Public Utility Services		143,600
660	5750	Buildings	500	
660	5755	Electrical	300	
660	5760	Heating Systems	8,000	
660	5765	Plumbing	4,000	
660	5825	General Repair & Maintenance Services	6,000	
		Sub-total of Repair & Maintenance Services		18,800
665	5865	Rental Equipment	1,500	
		Sub-total of Rentals		1,500

PARKS OPERATION FUND (158)			
PARKS OPERATION-AQUATICS (4100)			
675	5925	Credit Card Fees	4,800
675	6005	Licenses and Permits	1,500
675	6035	General - Miscellaneous	1,000
		Sub-total of Miscellaneous	7,300
685	6255	Software Maintenance Agreement	7,600
		Sub-total of Technology Services	7,600
TOTAL MATERIALS & SERVICES			305,930
<u>Capital Outlay (720 - 740)</u>			
TOTAL CAPITAL OUTLAY			-
TOTAL PARKS OPERATION-AQUATICS			935,940
<u>CAPITAL IMPROVEMENT FUND - AQUATICS</u>			
		Aquatic Center Capital Repairs	30,000
		Aquatic Center Facility Equipment	15,000
Total Capital Improvement Fund - Aquatics			45,000
TOTAL AQUATICS - ALL FUNDS			980,940



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FUND: PARKS OPERATION

Department: Recreation / Administration # 4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year, including softball, track meets, volleyball, basketball, football, and tennis. The department also coordinates a full program of classes and a variety of special events. Daycare services are provided through this department as well.

Staffing

The full-time staff for this department consists of a director, a manager, two recreation coordinators and an administrative assistant. Temporary employees are hired at various times throughout the year as recreation support staff.

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
RECREATION / ADMINISTRATION # 4200

Historical Data			Budget for Fiscal Year 7/1/19 - 6/30/20			
Actual Data FYE 6/30/17	Actual Data FYE 6/30/18	Adopted Budget FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Personnel Services:			
229,348	269,305	320,170	Regular Salaries	329,770	329,770	329,770
2,578	219	730	Overtime	770	770	770
354,347	376,259	417,150	Extra Help	460,350	460,350	460,350
44,383	48,907	56,460	FICA Taxes	60,510	60,510	60,510
46,565	58,259	64,250	Insurance	92,020	92,020	92,020
68,057	63,830	113,130	Retirement Contributions	113,810	113,810	113,810
7,311	16,111	17,240	Workers' Compensation	17,220	17,220	17,220
752,589	832,890	989,130	Total Personal Services	1,074,450	1,074,450	1,074,450
19.9	22.1	20.9	FTEs	20.9	20.9	20.9
			Materials and Services:			
4,048	10,178	10,140	Office Supplies	10,140	10,140	10,140
62,261	66,015	79,280	Operating Supplies	66,350	66,350	66,350
1,728	10,175	4,290	Repair & Maintenance Supplies	4,290	4,290	4,290
15	-	-	Small Tools & Minor Equipment	-	-	-
1,707	4,315	13,800	Training	2,000	2,000	2,000
3,996	5,942	12,330	Conferences, Meetings & Travel	12,330	12,330	12,330
24,617	44,648	27,990	Professional Services	38,800	38,800	38,800
800	1,050	-	Memberships & Dues	1,050	1,050	1,050
2,811	2,679	4,930	Communications	6,640	6,640	6,640
6,922	8,555	7,000	Advertising	9,600	9,600	9,600
1,374	-	10,130	Printing & Binding	10,130	10,130	10,130
6,543	8,305	6,580	Repair & Maintenance Services	6,580	6,580	6,580
2,469	-	2,380	Rentals	2,380	2,380	2,380
23,004	27,937	28,270	Fee & Charge Programs	28,270	28,270	28,270
6,048	6,297	6,490	Miscellaneous / VISA Fees	6,490	6,490	6,490
2,025	6,561	9,880	Technology Services	3,640	3,640	3,640
150,368	202,657	223,490	Total Materials and Services	208,690	208,690	208,690
			Capital Outlay:			
-	10,089	-	Machinery & Equipment	-	-	-
-	10,089	-	Total Capital Outlay	-	-	-
-	-	-	Ending Fund Balance	358,470	358,470	358,470
902,957	1,045,636	1,212,620	Total Expenditures	1,641,610	1,641,610	1,641,610

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	329,770
410	2045	Overtime	770
415	2085	Extra Help	460,350
415	2220	FICA -Social Security	60,510
415	2230	Insurance	92,020
415	2235	Retirement Contributions	113,810
415	2240	Workers' Compensation	17,220

TOTAL PERSONNEL SERVICES

FTEs

20.9

1,074,450

Materials and Services (510 - 685)

510	3030	Paper	550
510	3035	Special Paper	70
510	3040	Printer Cartridges and Supplies	2,000
510	3045	General Office Supplies	7,520

Sub-total of Office Supplies

10,140

515	3125	Clothing / Uniforms / Boots / Gloves	5,500
515	3135	Food and Local Meetings	2,750
515	3140	First Aid Supplies	1,300
515	3150	Awards	1,000
515	3155	Sports Equipment	5,000
515	3160	Program Supplies	50,800

Sub-total of Operating Supplies

66,350

525	3520	Building Materials / Supplies	3,590
525	3640	Other Repair & Maintenance Supplies	700

Sub-total Repair & Maintenance Supplies

4,290

610	4085	Travel Expenses - Training	1,000
610	4115	Workshops	1,000

Sub-total of Training

2,000

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

615	4260	Conference / Meeting Expense	5,880	
615	4265	Travel - Conferences and Meetings	6,450	
		Sub-total of Conferences, Meetings & Travel		12,330
620	4390	Network Maintenance	5,000	
620	4432	Background Checks	4,870	
620	4435	Sports Officials	810	
620	4540	General Professional Services	28,120	
		Sub-total of Professional Services		38,800
630	4800	National Recreation and Parks Association	650	
630	4805	Oregon Recreation and Parks Association	400	
		Sub-total of Memberships and Dues		1,050
635	4920	Cell Phones	3,740	
635	4975	Postage	2,900	
		Sub-total of Communications		6,640
640	5030	Advertising - Public Notices	800	
640	5035	Advertising - Recreation Promotion	8,800	
		Sub-total of Advertising		9,600
650	5135	Commercial Printing	8,370	
650	5145	General - Printing & Binding	1,760	
		Sub-total of Printing & Binding		10,130
660	5620	Office Machines	3,780	
660	5725	Equipment other than Vehicles	270	
660	5730	Sports Equipment	2,530	
		Sub-total of Repair & Maintenance Services		6,580
665	5865	Rental Equipment	2,380	
		Sub-total of Rentals		2,380

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

670	5890	Parks & Recreation Fee & Charge Programs	28,270	
		Sub-total of Fee & Charge Programs		28,270
675	5925	Visa Fees	6,490	
		Sub-total of Miscellaneous		6,490
685	6205	Computer Software	3,000	
685	6245	Computer Hardware	310	
685	6207	Non Contract IT Services	330	
		Sub-total of Technology Services		3,640

TOTAL MATERIALS & SERVICES 208,690

Capital Outlay (740) -

740	6650	Machinery & Equipment		
		Sub-total of Machinery & Equipment		-

TOTAL CAPITAL OUTLAY -

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance		358,470
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TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 1,641,610

CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION

Oceanview Cemetery Master Planning	100,000
RecTrac Module Migration and Tracking Upgrades	10,000
Recreation Facility Capital Repairs	30,000
Recreation Facility Equipment	15,000

Total Capital Improvement Fund - Recreation / Administration 155,000

TOTAL RECREATION / ADMINISTRATION - ALL FUNDS 1,796,610



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FUND: PARKS OPERATION

Department: Maintenance # 4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains over sixty park sites, trails, community halls and Oceanview Cemetery. In addition, the department also provides maintenance for the aquatic facility, three tennis courts, eight playgrounds, ten ball fields, four basketball courts and one boat launch ramp/fishing dock. Employees of this department prepare graves as required and provide cemetery maintenance.

Staffing

The full-time staff for this department consists of a park maintenance supervisor and two park maintainers. Temporary employees are hired at various times throughout the year, to help maintain the parks and recreation facilities.

Budget Document
PARKS OPERATION FUND

Expenditures (by department)
MAINTENANCE # 4300

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u> FYE 6/30/17	<u>Actual Data</u> FYE 6/30/18	<u>Adopted Budget</u> FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Personnel Services:			
121,571	122,130	179,340	Regular Salaries	185,980	185,980	185,980
1,023	79	260	Overtime	400	400	400
22,740	32,675	61,200	Extra Help	74,920	74,920	74,920
10,607	3,880	11,180	Interfund Wages	4,470	4,470	4,470
11,610	11,851	19,280	FICA Taxes	20,330	20,330	20,330
43,165	40,185	63,880	Insurance	63,740	63,740	63,740
17,962	17,937	33,140	Retirement Contributions	47,830	47,830	47,830
9,717	6,155	13,500	Workers' Compensation	13,260	13,260	13,260
<u>238,395</u>	<u>234,892</u>	<u>381,780</u>	Total Personnel Services	<u>410,930</u>	<u>410,930</u>	<u>410,930</u>
4.1	4.2	5.1	FTEs	5.2	5.2	5.2
			Materials and Services:			
1,083	415	1,590	Office Supplies	700	700	700
30,230	27,186	56,040	Operating Supplies	46,600	46,600	46,600
31,407	32,463	70,210	Repair & Maintenance Supplies	54,100	54,100	54,100
4,905	3,524	8,390	Small Tools & Minor Equipment	5,500	5,500	5,500
3,584	6,292	6,120	City Shop Expenses	5,200	5,200	5,200
6,530	1,477	8,360	Training	7,500	7,500	7,500
25,629	38,390	40,740	Professional Services	40,500	40,500	40,500
756	-	1,150	Membership & Dues	1,150	1,150	1,150
57	2,062	4,510	Communications	4,000	4,000	4,000
-	-	-	Printing & Binding	100	100	100
614	-	1,000	Advertising	1,000	1,000	1,000
27,190	25,680	30,420	Public Utility Services	30,250	30,250	30,250
8,230	10,955	23,540	Repair & Maintenance Services	26,030	26,030	26,030
3,220	4,020	5,430	Rentals	4,900	4,900	4,900
4,185	1,544	4,250	Miscellaneous	4,800	4,800	4,800
-	4,017	-	Technology Services	-	-	-
<u>147,620</u>	<u>158,025</u>	<u>261,750</u>	Total Materials and Services	<u>232,330</u>	<u>232,330</u>	<u>232,330</u>
			Capital Outlay:			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>386,015</u>	<u>392,917</u>	<u>643,530</u>	Total Expenditures	<u>643,260</u>	<u>643,260</u>	<u>643,260</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	185,980
410	2045	Overtime	400
415	2085	Extra Help	74,920
415	2095	Interfund Wages	4,470
415	2220	FICA -Social Security	20,330
415	2230	Insurance	63,740
415	2235	Retirement Contributions	47,830
415	2240	Workers' Compensation	13,260

TOTAL PERSONNEL SERVICES

410,930

FTEs 5.2

Materials and Services (510 - 685)

510	3030	Paper	300
510	3045	General Office Supplies	400

Sub-total of Office Supplies **700**

515	3118	Cemetery Liners	2,000
515	3125	Clothing / Uniforms / Boots / Gloves	2,500
515	3140	First Aid Supplies	300
515	3155	Sports Equipment	1,300
515	3180	Fuel, Oil & Lubricants	8,000
515	3235	Seed / Top Dressing Fields	2,000
515	3240	Trees / Shrubs / Flowers	2,000
515	3245	Fertilizers / Pesticides	2,000
515	3250	Bark Mulch / Top Soil / Sawdust	4,000
515	3255	Gypsum and Field Line Paint	500
515	3260	Playground Chips	4,500
515	3265	Custodial Supplies	2,500
515	3290	Heating Oil - Cemetery	500
515	3295	Heating Oil - Shively Hall	1,000
515	3310	General Operating Supplies	13,500

Sub-total of Operating Supplies **46,600**

525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	5,000
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	2,500
525	3545	Plumbing Supplies	3,500

PARKS OPERATION FUND (158)**PARKS OPERATION-MAINTENANCE (4300)**

525	3550	Electrical Supplies	1,500	
525	3560	Trails Maintenance	5,000	
525	3565	Vandalism Repair	1,000	
525	3580	Signs	1,000	
525	3620	Heating System Maintenance	1,000	
525	3625	Plumbing & Irrigation Supplies	1,000	
525	3630	Water and Sewer Repair	2,600	
525	3640	Other Repair & Maintenance Supplies	8,000	
		Sub-total Repair & Maintenance Supplies		54,100
530	3720	Small Tools	4,500	
530	3725	Irrigation Equipment	1,000	
		Sub-total of Small Tools & Minor Equipment		5,500
545	3820	Vehicle Parts - City Shops	2,400	
545	3830	General Repair Supplies - City Shops	2,800	
		Sub-total of City Shop Expenses		5,200
610	4085	Travel Expenses - Training	5,500	
610	4090	Registration	2,000	
		Sub-total of Training		7,500
620	4432	Background Checks	500	
620	4540	General Professional Services	40,000	
		Sub-total of Professional Services		40,500
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		1,150
635	4920	Cell Phones	4,000	
635	5145	General Printing and Binding	100	
		Sub-total of Communications		4,100
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

655	5223	Electricity - Tennis Courts	500	
655	5226	Electricity - Columbia Field	300	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	5,000	
655	5235	Electricity - 32nd & Lief Erikson	500	
655	5238	Electricity - Custom House	300	
655	5241	Electricity - Fort Astoria	300	
655	5244	Electricity - Alderbrook Hall	800	
655	5256	Electricity - Parks Shop	2,000	
655	5259	Electricity - Parks Shop	4,500	
655	5262	Electricity - Shively Hall	1,200	
655	5265	Electricity - Tapiola Ball Field Lights	1,000	
655	5271	Electricity - Tapiola Restroom	800	
655	5274	Electricity - Tapiola Baseball Lights	1,000	
655	5277	Electricity - Doughboy Monument	500	
655	5280	Electricity - Tapiola Park Lights / Skatepark	350	
655	5292	Electricity - Cemetery	1,200	
655	5316	Electricity - 15th Street Triangle	300	
655	5332	Electricity - Parks Maint General	200	
656	5461	Natural Gas - Alderbrook Hall	500	
657	5535	Sanitation - Transfer Station Fees	3,000	
657	5541	Sanitation - Other Locations	3,500	
658	5555	Cem water and sewer	2,500	
		Sub-total of Public Utility Services		30,250
660	5725	Equipment other than Vehicles	5,000	
660	5735	Infield Maintenance	1,500	
660	5740	Field Light Maintenance	2,000	
660	5755	Electrical	3,000	
660	5760	Heating Systems	2,500	
660	5785	Motor Vehicles / Auto Body Shop	530	
660	5824	RPR SVCS Contract Services	5,000	
660	5825	General - Repair & Maintenance Services	6,500	
		Sub-total of Repair & Maintenance Services		26,030
665	5865	Rental Equipment	1,500	
665	5870	Rental Chemical Toilets	3,400	
		Sub-total of Rentals		4,900
675	5925	Credit Card Processing Fees	1,200	
675	6005	Licenses & Permits	3,000	
675	6060	Random Drug Screens	600	

PARKS OPERATION FUND (158)	
PARKS OPERATION-MAINTENANCE (4300)	
Sub-total of Miscellaneous	4,800
TOTAL MATERIALS & SERVICES	
	232,330
Capital Outlay (720 - 740)	
TOTAL CAPITAL OUTLAY	
	-
TOTAL PARKS OPERATION-MAINTENANCE	
	643,260
CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE	
Historic Site Improvements	8,000
Total Capital Improvement Fund - Parks Maintenance	
	8,000
TOTAL MAINTENANCE - ALL FUNDS	
	651,260

FUND: ASTORIA ROAD DISTRICT # 170

Basic Objectives

This fund accounts for the local gas tax and prior year property tax collections of the Astoria Road District.

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. The collections for this tax are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected revenues for FY 2019-2020 are estimated at \$ 205,000. Street projects were appropriated at \$ 700,000 in FY 2018-19. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

Staffing

This fund provides for no staff positions. The Public Works Director oversees the projects appropriated in this fund. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

ASTORIA ROAD DISTRICT FUND #170

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>	<u>FYE 6/30/19</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
460,972	453,686	899,600	Beginning Fund Balance	500,200	500,200	500,200
57	28	20	Delinquent Ad Valorem Taxes	10	10	10
224,472	223,938	205,000	Local Gas Tax	205,000	205,000	205,000
200,000	300,000	-	Transfer from State Tax Street Fund	-	-	-
3,753	10,947	9,000	Interest on Investments	10,000	10,000	10,000
889,254	988,599	1,113,620	Sub-Total Resources	715,210	715,210	715,210
<u>889,254</u>	<u>988,599</u>	<u>1,113,620</u>	Total Resources	<u>715,210</u>	<u>715,210</u>	<u>715,210</u>
Requirements						
Materials & Services						
-	36,502	95,000	Repair & Maintenance Supplies	95,000	95,000	95,000
Capital Outlay						
435,568	11,328	700,000	Improvements Other Than Buildings	250,000	250,000	250,000
-	-	-	Contingent Expenditures	200,000	200,000	200,000
435,568	47,830	795,000	Total Expenditures	545,000	545,000	545,000
453,686	940,769	318,620	Ending Fund Balance	170,210	170,210	170,210
<u>889,254</u>	<u>988,599</u>	<u>1,113,620</u>	Total Requirements	<u>715,210</u>	<u>715,210</u>	<u>715,210</u>

2019 / 20 Budget Detail Information

ASTORIA ROAD DISTRICT FUND (170 0000)

Materials and Services (515 - 660)

660	5825	Repair & Maintenance Supplies	95,000
730	6500	Improvements Other Than Buildings	250,000
910	8020	Contingency	200,000
950	8520	Ending Fund Balance	170,210
TOTAL ASTORIA ROAD DISTRICT FUND			<u>715,210</u>

FUND: STATE TAX STREET # 172

Basic Objectives

This fund accounts for monies received from a 99% portion of the City's state fuel tax allocation. The Oregon Constitution (Article IX, Section 3a) dedicates revenues to construction, improvement, maintenance, operation and use of public highways, roads, streets and roadside rest areas. Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department.

Staffing

This budget provides for no staff positions. The Public Works Director oversees work done which will be paid for by this fund. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

STATE TAX STREET FUND #172

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
306,132	232,562	55,100	Beginning Fund Balance	147,000	147,000	147,000
573,761	622,432	559,080	Intergovernmental-Gas Tax	550,000	550,000	550,000
		140,000	Intergovernmental-Transportation Package	160,000	160,000	160,000
2,169	1,656	1,080	Interest on Investments	2,600	2,600	2,600
<u>882,062</u>	<u>856,650</u>	<u>755,260</u>	Total Resources	<u>859,600</u>	<u>859,600</u>	<u>859,600</u>
<u>Requirements</u>						
Materials and Services						
-	-	-	Repair and Maintenance Services	-	-	-
Transfer To Other Funds:						
449,500	424,500	615,000	Public Works Fund	635,000	635,000	635,000
200,000	300,000	-	Astoria Road District Fund	-	-	-
649,500	724,500	615,000	Total Transfer to Other Funds	635,000	635,000	635,000
-	-	100,000	Contingent Expenditures	100,000	100,000	100,000
649,500	724,500	715,000	Total Expenditures	735,000	735,000	735,000
232,562	132,150	40,260	Ending Fund Balance	124,600	124,600	124,600
<u>882,062</u>	<u>856,650</u>	<u>755,260</u>	Total Requirements	<u>859,600</u>	<u>859,600</u>	<u>859,600</u>

2019 / 20 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	635,000
850	7560	Astoria Road District Fund	-
		Sub-total of Transfers to Other Funds	635,000
910	8020	Contingent Expenditures	100,000
950	8520	Ending Fund Balance	<u>124,600</u>
TOTAL STATE TAX STREET FUND			<u>859,600</u>

FUND: TRAILS RESERVE # 174

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation, Per ORS 366-514. Funds are restricted for the construction and maintenance of walkways and bikeways, including curb cuts or ramps as part of the project which is within the highway, road or street right-of-way. A 1980 Constitutional Amendment (Article IX, section 3a) prohibits expenditure of highway funds in parks and recreation areas. A subsequent Oregon Supreme Court opinion supports continued use for construction and maintenance of walkways and bikeways but only within the highway right-of-way

Staffing

This budget provides for no staff positions. The Public Works Director oversees work completed utilizing Trails Reserve funds. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

TRAILS RESERVE FUND #174

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>	<u>FYE 6/30/19</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
29,342	35,458	41,460	Beginning Fund Balance	48,830	48,830	48,830
5,795	6,190	5,650	Intergovernmental-Gas Tax	5,500	5,500	5,500
321	602	360	Interest on Investments	450	450	450
<u>35,458</u>	<u>42,250</u>	<u>47,470</u>	Total Resources	<u>54,780</u>	<u>54,780</u>	<u>54,780</u>
<u>Requirements</u>						
Materials and Services:						
-	-	47,470	Repair & Maintenance Supplies	-	-	-
-	-	47,470	Total Materials and Services	-	-	-
Capital Outlay:						
-	-	-	Improvements Other Than Bldgs	54,780	54,780	54,780
-	-	47,470	Total Expenditures	<u>54,780</u>	<u>54,780</u>	<u>54,780</u>
35,458	42,250	-	Ending Fund Balance	-	-	-
<u>35,458</u>	<u>42,250</u>	<u>47,470</u>	Total Requirements	<u>54,780</u>	<u>54,780</u>	<u>54,780</u>

2019 / 20 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

Materials and Services (620)			
660	5820	Repair & Maintenance Supplies	-
Capital Outlay (730)			
730	6500	Improvements Other Than Buildings	54,780
910	8020	Contingency	-
950	8250	Ending Fund Balance	-
TOTAL TRAILS RESERVE FUND			<u>54,780</u>

FUND: PUBLIC WORKS IMPROVEMENT #176

Basic Objectives

This fund was established by Resolution No. 83-17, adopted by the City Council on June 6, 1983. This fund is designated to provide funding to plan, budget for, and accomplish major public works construction and improvement projects. Resolution No. 83-17 directs a portion of the water and sewer rates be designated, annually, for capital repairs and improvements for the public works system.

Long-Term Debt

IFA Loan # L04001 is for the Skyline Water Tank and is a 20 year loan with an interest rate of 4.62%. Payments began December, 2007 and are made annually, with the final payment due December, 2026.

IFA Loan # S08003 is for the Reservoir Covers and is a 20 year loan with an interest rate of 1.00%. Payments began December 1, 2009 and are made annually, with the final payment due December 1, 2029.

IFA Loan # Y10002 is for the Bear Creek Dam - Waterline Replacement, is a 20 year loan with a 4.04% interest rate. Payments began December 1, 2011 and are made annually, with the final payment due December 1, 2031.

IFA Loan # Y12006 is for Wastewater Treatment Plant - Upgrade, is a 25 year loan with a 2.03% interest rate. Payments began December 1, 2014 and are made annually with the final payment due December 1, 2038.

A five year lease has been budgeted in anticipation of authorization to secure bids in FY 19-20. The lease estimate is based on a purchase price of \$ 280,000, interest rate of 3.790% with one payment at loan closing and four additional payments. Interest rates and the final purchase price are subject to fluctuations in the market.

Staffing

This budget provides for no staff positions. The Public Works Director directs the planning, improvements and programs funded by this budget. The City Engineer and Engineering staff provides engineering, design and contract administration services. Construction of improvement projects are accomplished primarily through contract work and, in part, by the Public Works Shops staff. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS IMPROVEMENT FUND # 176

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Resources						
1,167,761	1,538,237	880,200	Beginning Fund Balance	869,100	869,100	869,100
-	-	-	Grant/Loan Proceeds			
752,610	614,401		Charges for Services			
763,510	623,295		Water			
-	-	-	Sewer			
-	-	-	Sewer Surcharge	-	-	-
1,516,120	1,237,696	-	Total Charges for Services	-	-	-
Transfer from Other Fund						
81,000	346,000	15,211	General Fund			
-	-	1,258,620	Public Works Fund	1,258,620	1,258,620	1,258,620
-	75,000	75,000	Combined Sewer Overflow Debt Service Fund	75,000	75,000	75,000
81,000	421,000	1,348,831	Total Transfers	1,333,620	1,333,620	1,333,620
95,643	30,979		Miscellaneous			
7,573	14,291	12,000	Interest on Investments	16,000	16,000	16,000
2,868,097	3,242,203	2,241,031	Total Resources	2,218,720	2,218,720	2,218,720
Requirements						
Materials and Services:						
65,642	144,018	133,000	Professional Services	210,000	210,000	210,000
340,994	225,641	800,000	Repair & Maintenance Services	773,000	773,000	773,000
406,636	369,659	933,000	Total Materials and Services	983,000	983,000	983,000
Capital Outlay:						
-	-	-	Improvements Other Than Bldgs	-	-	-
24,640	258,806	374,000	Machinery & Equipment	353,000	353,000	353,000
24,640	258,806	374,000	Total Capital Outlay	353,000	353,000	353,000
Debt Service:						
560,700	846,785	275,740	Principal	343,000	343,000	343,000
129,054	112,783	86,410	Interest	80,350	80,350	80,350
689,754	959,568	362,150	Total Debt Service	423,350	423,350	423,350
Transfer to Other Funds						
200,000	200,000	300,000	Public Works Capital Reserve Fund	300,000	300,000	300,000
3,970	4,000	-	E Astoria Waterline Debt Service Fund	-	-	-
4,860	31,990	-	7th Street Dock Debt Service Fund	-	-	-
208,830	235,990	300,000	Total Transfers to Other Funds	300,000	300,000	300,000
-	-	256,670	Contingency	159,370	159,370	159,370
1,329,860	1,824,023	2,225,820	Total Expenditures	2,218,720	2,218,720	2,218,720
1,538,237	1,418,180	15,211	Ending Fund Balance	-	-	-
2,868,097	3,242,203	2,241,031	Total Requirements	2,218,720	2,218,720	2,218,720

Historical Data is presented on a budgetary basis as compared to the financial presentation which is accrual basis.

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Materials and Services (620 - 660)

620	4540	Professional Services		
620	4540	CSO Modeling	55,000	
620	4540	Water System Master Plan	150,000	
620	4540	Water Rights	5,000	
		Sub-total Professional Services		210,000

Repair & Maintenance Services (660)

Sewer:

660	5790	Sewer Main Rehabilitation	250,000	
		Sub-total Sewer Projects		250,000

Stormwater:

660	5793	Stormwater Main Rehabilitation / Replacement	210,000	
		Sub-total Stormwater Projects		210,000

Water:

660	5795	Water Main Rehabilitation / Replacement	250,000	
		Sub-total Water Projects		250,000

660	5825	General Repair & Maintenance Services		
		Street Pavement Markings	50,000	
		Street Ends (Other Half in Promote Astoria)	13,000	
		Sub-total General Repair & Maint. Services		63,000

TOTAL MATERIALS & SERVICES 983,000

Capital Outlay (720 - 740)

740	6650	Machinery and Equipment		
		3yd Dump/Chlorine Truck (Replace#6031994 Chevrolet)	52,000	
		Public Works Shops Roof	140,000	
		Shops Mechanics Truck (Replace #522 1989 Dodge)	90,000	
		Skid Steer for Drying Bed	25,000	
		4 x 4 Ford Pickup	32,000	
		Reservior #3 House Roof	14,000	
		Sub Total Machinery and Equipment		353,000

TOTAL CAPITAL OUTLAY 353,000

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Debt Service (810)

		IFA L04001 Skyline Water Tank Loan	
810	6910	Principal	66,250
810	6915	Interest	28,850
		IFA S08003 Reservoir Covers	
810	6920	Principal	160,150
810	6925	Interest	18,500
		IFA Y10002 Bear Cr Dam - Waterline Replacement	
810	6930	Principal	29,900
810	6935	Interest	20,150
		IFA Y12006 WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction	25,700
810	6949	Interest - Y12006 WWTP Construction	12,850
		Street Sweeper (Five Year) Lease	
810	6950	Principal	61,000
810	6951	Interest	-
		Sub Total Debt Service - Principal	343,000
		Sub Total Debt Service - Interest	80,350

TOTAL DEBT SERVICE 423,350

Transfer to Other Funds (850)

850	7546	Public Works Capital Reserve Fund Future Capital Projects	300,000
		Sub-total of Transfer to Other Funds	300,000

Contingent Expenditures (910)

910	8020	Contingency	159,370
		Sub-total Contingency	159,370

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	-
		Sub-total Ending Fund Balance	-

TOTAL PUBLIC WORKS IMPROVEMENT FUND 2,218,720

FUND: PUBLIC WORKS CAPITAL RESERVE FUND # 178

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 13-04 on January 22, 2013. The purpose of this fund is to provide a reserve for transfers from the Public Works Improvement Fund that will address long term capital financial acquisitions and replacements for Public Works functions. Large capital purchases require that funds be set aside to accumulate a balance sufficient for the purchase. This fund will be used only for the set aside of funds from the annual Public Works Improvement Fund budget for future capital purchases/projects. Expenditures from this fund will be reviewed as part of the budget process and appropriated in the year that the capital acquisition is made.

An amount of \$ 300,000 is transferred to this fund from the Public Works Improvement Fund for Capital Project reserves with the most recent project being the Slow Sand Filter Project which began in FY 17-18.

Staffing

The Public Works Director provides the oversight for the activities of this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS CAPITAL RESERVE FUND # 178

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
801,613	1,015,304	286,100	Beginning Fund Balance	922,100	922,100	922,100
9,027	14,352	1,960	Interest Earnings	12,400	12,400	12,400
-	1,340	-	Miscellaneous	-	-	-
4,664	-	-	Transfer from Other Fund			
<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	Public Works Improvement Fund	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
<u>1,015,304</u>	<u>1,230,996</u>	<u>588,060</u>	Total Resources	<u>1,234,500</u>	<u>1,234,500</u>	<u>1,234,500</u>
<u>Requirements</u>						
<u>Materials and Services</u>						
-	-	-	Professional Services	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
-	-	-	Total Materials and Services	50,000	50,000	50,000
<u>Capital Outlay</u>						
-	513,875	460,000	PW Capital Projects	<u>761,640</u>	<u>761,640</u>	<u>761,640</u>
-	513,875	460,000	Total Capital Outlay	761,640	761,640	761,640
-	-	100,000	Contingency	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
-	513,875	560,000	Total Expenditures	911,640	911,640	911,640
<u>1,015,304</u>	<u>717,121</u>	<u>28,060</u>	Ending Fund Balance	<u>322,860</u>	<u>322,860</u>	<u>322,860</u>
<u>1,015,304</u>	<u>1,230,996</u>	<u>588,060</u>	Total Requirements	<u>1,234,500</u>	<u>1,234,500</u>	<u>1,234,500</u>

2019 / 20 Budget Detail Information

PUBLIC WORKS CAPITAL RESERVE FUND (178 0000)

		<u>Materials & Services</u>			
620	4540		Professional Services	50,000	50,000
		<u>Capital Outlay</u>			
730	6500		PW Capital Projects	761,640	761,640
910	8020		<u>Contingency</u>	100,000	100,000
950	8520		<u>Ending Fund Balance</u>	<u>322,860</u>	<u>322,860</u>
TOTAL PUBLIC WORKS CAPITAL RESERVE FUND				1,234,500	1,234,500

FUND: COMBINED SEWER OVERFLOW (CSO) PROJECTS FUND # 184

Basic Objectives

Fund # 184 resources and appropriations are for the purpose of completing the 16th Street CSO separation project. This project started in June 2014. The project was completed in the fall of 2016. The project was funded by a grant of \$525,000 and loan of \$ 6,510,476 from the State of Oregon Infrastructure Finance Authority (IFA) at an interest rate of 2.09%, for 25 years. This fund was closed in FY 16-17 and the budget is presented for historical reference.

Staffing

This budget provides for no staff positions. The Public Works Director oversees the planning of improvements and programs funded by this budget. The City Engineer and the Engineering staff provide engineering, design and contract administration services. Construction is accomplished by contract work and, in part, by the Public Works shops staff. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND # 184

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19- 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
(357,780)	(357,780)	-	Beginning Fund Balance	-	-	-
1,352,476	1,352,476	-	Loan Proceeds	-	-	-
297,576	297,576	-	Intergovernmental Revenue	-	-	-
28	28	-	Interest on Investments	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
<u>1,292,300</u>	<u>1,292,300</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Materials and Services:						
80,499	80,499	-	Professional Services	-	-	-
80,499	80,499	-	Total Materials and Services	-	-	-
Capital Outlay:						
1,193,693	1,193,693	-	Improvements Other Than Bldgs	-	-	-
-	-	-	Contingency	-	-	-
18,108	18,108	-	Transfer to Other Funds - CSO Debt Service	-	-	-
1,292,300	1,292,300	-	Total Expenditures	-	-	-
-	-	-	Ending Fund Balance	-	-	-
<u>1,292,300</u>	<u>1,292,300</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2019 / 20 Detail Budget Information

COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND #184			
620	4540	Materials and Services (515 - 660) Professional Services	-
730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 16th Street Separation	-
TOTAL CSO 16th STREET SEPARATION FUND			<u>-</u>

FUND: WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 18-04 on February 26, 2018. Where the City numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are of utmost importance to the City as they provide access to critical portions of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project to replace these six structures. In February 2017, Council authorized City staff to apply for loan funding from Business Oregon Infrastructure Finance Authority (IFA) for the City match and expenses not covered by the project during construction. The projected loan amount of \$1,655,561 will be paid back using the City's future Surface Transportation Program (STP) funds. Construction of the odd numbered street structures (7th St, 9th St and 11th St) began in October, 2018 and the even numbered street structures (6th St, 8th St and 10th St) are set to begin after September, 2019.

Staffing

The Public Works Director provides the oversight for the activities of this fund. The Finance Department provides accounting services for this fund.

City of Astoria, Oregon
Budget Document

WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

Budget for Fiscal Year 7/1/19 - 6/30/20

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/17	<u>Actual Data</u> FYE 6/30/18	<u>Adopted Budget</u> FYE 6/30/19				
<u>Resources</u>						
-	-	-	Beginning Fund Balance	-	-	-
-	1,028,028	505,561	Loan Proceeds	621,935	621,935	621,935
-	6	1,000	Interest on Investments	17,000	17,000	17,000
<u>-</u>	<u>1,028,034</u>	<u>506,561</u>	Total Resources	<u>638,935</u>	<u>638,935</u>	<u>638,935</u>
<u>Requirements</u>						
Capital Outlay:						
-	1,026,113	499,461	Improvements Other Than Bldgs	621,935	621,935	621,935
Debt Service:						
-	-	-	Principal	-	-	-
<u>-</u>	<u>-</u>	<u>7,100</u>	Interest	17,000	17,000	17,000
-	-	7,100	Total Debt Service	17,000	17,000	17,000
Contingency						
-	-	-		-	-	-
-	1,026,113	499,461	Total Expenditures	638,935	638,935	638,935
<u>-</u>	<u>1,921</u>	<u>7,100</u>	Ending Fund Balance	-	-	-
<u>-</u>	<u>1,028,034</u>	<u>506,561</u>	Total Requirements	<u>638,935</u>	<u>638,935</u>	<u>638,935</u>

2019 / 20 Detail Budget Information

WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

730	6500	<u>Capital Outlay (730)</u>	
		Improvements Other Than Buildings	621,935
810	6880	<u>Debt Service (810)</u>	
		Interest	17,000
		Contingency	<u>-</u>
		Ending Fund Balance	<u>-</u>
TOTAL WATERFRONT BRIDGES REPLACEMENT PROJECT FUND			<u>638,935</u>

FUND: LOCAL IMPROVEMENT DEBT SERVICE # 250

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The fund, as such, has closed the local improvement loans and retains a small balance from those transactions. The fund is the repository of the refund the City received for the Wauna Mill tax dispute with Clatsop County tax authorities. This amount has been held to offset the amount of the City's share of Clatsop County issued bonds, as a result of the settlement with the Wauna Mill. Annually funds are transferred to the General Fund to make up for the property tax withheld by the County for Astoria's share of the bond repayment. The bonds continue through 2022.

Beginning funds reserved as a Due to Other Fund liability in the amount of \$ 250,800 will be reduce PERS increases in the General Fund for \$ 79,490 and in Public Works Fund for \$ 48,960. The remaining Due to Other Fund liability will be \$ 122,350.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

LOCAL IMPROVEMENT DEBT SERVICE FUND # 250

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
202,785	184,927	200,150	Beginning Fund Balance	127,900	127,900	127,900
			Resources due to other funds	128,450	128,450	128,450
<u>4,142</u>	<u>6,540</u>	<u>7,500</u>	Interest Earnings	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<u>206,927</u>	<u>191,467</u>	<u>207,650</u>	Total Resources	<u>263,850</u>	<u>263,850</u>	<u>263,850</u>
<u>Requirements</u>						
Transfer to Other Funds						
22,000	22,000	50,000	General Fund	101,490	101,490	101,490
<u>-</u>	<u>-</u>	<u>-</u>	Public Works Fund	<u>48,960</u>	<u>48,960</u>	<u>48,960</u>
<u>-</u>	<u>-</u>	<u>-</u>	Total Transfers	<u>150,450</u>	<u>150,450</u>	<u>150,450</u>
<u>-</u>	<u>-</u>	<u>20,000</u>	Contingency	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<u>-</u>	<u>-</u>	<u>20,000</u>	Total Expenditures	<u>170,450</u>	<u>170,450</u>	<u>170,450</u>
<u>206,927</u>	<u>191,467</u>	<u>187,650</u>	Ending Fund Balance	<u>93,400</u>	<u>93,400</u>	<u>93,400</u>
<u>206,927</u>	<u>191,467</u>	<u>187,160</u>	Total Requirements	<u>263,850</u>	<u>263,850</u>	<u>263,850</u>

2019 / 20 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

Transfers to Other Funds			
850	7567	General Fund	101,490
850	7550	Public Works Fund	48,960
			150,450
TOTAL TRANSFERS TO OTHER FUNDS			
910	8020	Contingency	20,000
950	8520	Ending Fund Balance	<u>93,400</u>
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND			<u>263,850</u>

FUND: EAST ASTORIA WATERLINE DEBT SERVICE # 265

Basic Objectives

This fund was established by the adoption of Resolution No. 98-42 which was adopted on December 7, 1998. This fund accounts for the debt service requirements of a State of Oregon Economic Development Department loan used to finance waterline improvements serving the Tongue Point industrial area and the Blue Ridge and Emerald Heights housing areas located on the eastern edge of the City. Fund resources are derived from installment payments made by benefited property owners as assessed by Ordinance No. 98-12, adopted by the City Council on August 3, 1998 and interest earnings.

The final payment on IFA Loan # G97005 was made December 1, 2017 with the close out of the fund in FY 2018-19. The budget is presented for historical reference.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND # 265

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Resources						
49,503	26,129	14,750	Beginning Fund Balance	-		
4,166	1,595	66	Interest Earnings	-		
			Transfer from Other Funds			
3,970	4,000	-	Public Works Improvement Fund	-		
35,446	52,497	-	Miscellaneous	-	-	-
<u>93,085</u>	<u>84,221</u>	<u>14,816</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
Requirements						
Debt Service						
60,503	66,038	-	Principal	-	-	-
6,453	3,367	-	Interest	-	-	-
<u>66,956</u>	<u>69,405</u>	<u>-</u>	Total Debt Service	<u>-</u>	<u>-</u>	<u>-</u>
Transfer to Other Funds						
-	-	14,816	Transfer to General Fund	-	-	-
-	-	14,816	Total Transfer to Other Funds	-	-	-
Contingency						
-	-	-		-	-	-
66,956	69,405	14,816	Total Expenditures	-	-	-
26,129	14,816	-	Ending Fund Balance	-	-	-
<u>93,085</u>	<u>84,221</u>	<u>14,816</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2019 / 20 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

Transfer to Other Funds			
850	7555	Transfer to General Fund	-
TOTAL TRANSFER TO OTHER FUNDS			<u>-</u>
Contingency			-
Ending Fund Balance			-
TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND			<u>-</u>

FUND: 7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE # 267

Basic Objectives

This fund was established by the adoption of Resolution No. 99-21 which was adopted by the City Council on July 6, 1999. The fund accounts for debt service requirements of a State of Oregon Economic Development Department loan utilized to finance the reconstruction of the 7th Street Dock, the main access to two businesses on the waterfront. Fund resources are derived from installment payments made by benefited property owners as assessed by Ordinance No. 99-10, adopted by the City Council on May 17, 1999 and interest earnings.

IFA Loan # L98005 was retired December 1, 2017 with the close out of the fund in FY 2018-19. The budget is presented for historical reference.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE FUND # 267

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
60,175	51,471	395	Beginning Fund Balance	-	-	-
516	255	-	Interest Earnings	-	-	-
4,860	31,990	-	Transfer from Other Funds Public Works Improvement Fund	-	-	-
<u>65,551</u>	<u>83,716</u>	<u>395</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Debt Service						
8,834	78,605	-	Principal	-	-	-
5,246	4,716	-	Interest	-	-	-
<u>14,080</u>	<u>83,321</u>	<u>-</u>	Total Debt Service	<u>-</u>	<u>-</u>	<u>-</u>
Transfer to Other Funds						
-	-	395	Transfer to General Fund	-	-	-
-	-	395	Total Transfer to Other Funds	-	-	-
Contingency						
14,080	83,321	395	Total Expenditures	-	-	-
<u>51,471</u>	<u>395</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>65,551</u>	<u>83,716</u>	<u>395</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2019 / 20 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

<u>Transfer to Other Funds</u>			
850	7555	Transfer to General Fund	<u>-</u>
TOTAL TRANSFER TO OTHER FUNDS			<u>-</u>
Contingency			-
Ending Fund Balance			<u>-</u>
TOTAL 7th STREET DOCK DEBT SERVICE FUND			<u>-</u>

FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND # 270

Basic Objectives

This fund was established by Resolution No. 03-05 which was adopted by the City Council on March 17, 2003. This fund accounts for the debt service on loans used to finance the combined sewer overflow projects. This multi-million dollar project is mandated by the Oregon Department of Environmental Quality to reduce the amount of contaminated water being discharged into the Columbia River. The resources of this fund are derived from a surcharge on the sewer portion of City of Astoria utility bills beginning in July of 2002.

<u>Loan Description</u>	<u>Rate</u>	<u>Term</u>	<u>Payments</u>	<u>Last Pmt</u>
OR DEQ Loan # R11790	3.14%	20 year	semi-annual	6/1/2026
OR DEQ Loan # R11791	3.06%	20 year	semi-annual	12/1/2027
OR DEQ Loan # R11792	2.85%	20 year	semi-annual	12/1/2029
OR DEQ Loan # R11793	2.95%	20 year	semi-annual	6/31/2031
OR DEQ Loan # R06117	0.00%	20 year	semi-annual	6/1/2031
IFA Loan # Y12004	1.94%	25 year	annual	12/1/2038
IFA Loan # Y14006	2.09%	25 year	annual	12/1/2042

Staffing

This budget provides for no staff positions. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
1,028,050	1,195,034	750,000	Beginning Fund Balance	658,800	658,800	658,800
1,627,650	1,825,137	1,939,400	Charges for Service	1,938,400	1,938,400	1,938,400
8,572	12,901	9,600	Interest Earnings	16,000	16,000	16,000
			Transfer from Other Fund			
<u>18,108</u>	<u>-</u>	<u>-</u>	To Close CSO Project Fund #184	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,682,380</u>	<u>3,033,072</u>	<u>2,699,000</u>	Total Resources	<u>2,613,200</u>	<u>2,613,200</u>	<u>2,613,200</u>
<u>Requirements</u>						
Materials & Services:						
<u>56,471</u>	<u>52,498</u>	<u>48,430</u>	Professional Services	<u>44,300</u>	<u>44,300</u>	<u>44,300</u>
56,471	52,498	48,430	Total Materials & Services	44,300	44,300	44,300
Debt Service						
1,012,292	1,037,385	1,264,190	Principal	1,294,930	1,294,930	1,294,930
<u>418,583</u>	<u>676,183</u>	<u>503,820</u>	Interest	<u>473,080</u>	<u>473,080</u>	<u>473,080</u>
<u>1,430,875</u>	<u>1,713,568</u>	<u>1,768,010</u>	Total Debt Service	<u>1,768,010</u>	<u>1,768,010</u>	<u>1,768,010</u>
Transfer to Other Funds						
-	75,000	75,000	Public Works Improvement Fund	75,000	75,000	75,000
<u>-</u>	<u>75,000</u>	<u>75,000</u>	Public Works Fund	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<u>-</u>	<u>150,000</u>	<u>150,000</u>	Total Transfer to Other Funds	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
-	-	50,000	Contingency	50,000	50,000	50,000
1,487,346	1,916,066	2,016,440	Total Expenditures	2,012,310	2,012,310	2,012,310
<u>1,195,034</u>	<u>1,117,006</u>	<u>682,560</u>	Ending Fund Balance	<u>600,890</u>	<u>600,890</u>	<u>600,890</u>
<u>2,682,380</u>	<u>3,033,072</u>	<u>2,699,000</u>	Total Requirements	<u>2,613,200</u>	<u>2,613,200</u>	<u>2,613,200</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)**Materials and Services (620)**

620	4560	Professional Services DEQ Administrative Fees	44,300
		Sub-total of Materials & Services	44,300

TOTAL MATERIALS & SERVICES 44,300**Debt Service (810)**

810	6940	Principal-CSO Loan #11790	203,430
810	6945	Interest-CSO Loan #11790	47,610
810	6950	Principal-CSO Loan #11791	144,270
810	6955	Interest-CSO Loan #11791	41,070
810	6960	Principal-CSO Loan #11792	237,790
810	6965	Interest-CSO Loan #11792	71,150
810	6936	Principal-CSO Loan #11793	168,110
810	6938	Interest-CSO Loan #11793	69,040
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	236,180
810	6985	Interest-CSO Loan IFA #Y12004	112,330
810	6986	Principal-CSO Loan IFA #Y14006	205,150
810	6987	Interest-CSO Loan IFA #Y14006	131,880

TOTAL DEBT SERVICE 1,768,010**Transfer to Other Funds (850)**

850	7557	Public Works Improvement Fund	75,000
850	7550	Public Works Fund	75,000
		Sub-total of Transfer to Other Funds	150,000

Contingent Expenditures (910)

910	8020	Contingency	50,000
		Sub-total of Contingent Expenditures	50,000

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)

Ending Fund Balance (950)

950 8520 Ending Unencumbered Fund Balance 600,890

Sub-total of Ending Fund Balance **600,890**

TOTAL CSO DEBT SERVICE FUND 2,613,200



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ENTERPRISE FUNDS

FUND: PUBLIC WORKS

The Public Works Fund was established by City Council Resolution No. 77-07, adopted on March 7, 1977, to account for the costs associated with operating and maintaining the City's streets, water, and sewer systems.

The following pages contain summary information of resources and expenditures for the departments of the Public Works Fund. Those departments are:

Engineering
Shop and Yard
Streets
Sanitation
Stormwater
Sewer
Water

The Public Works Fund is an enterprise fund. It operates as a business and no property taxes are received as revenue by the fund. Resources are generated from ratepayer fees for water and sewer services and transfers in from other funds such as the gas tax funded State Tax Street Fund.

This fund accounts for the activities involved in providing water and sewer services to the residents of the City, and for maintaining City streets, streetlights and miscellaneous street-related property.

Staffing

The Public Works staff is under the oversight of the Public Works Director. Management staff includes the Public Works Superintendent, the Assistant Public Works Superintendent, the City Engineer and the Mechanic Supervisor. Other staff positions include: five engineering staff; nineteen utility workers; and, three clerical support staff. Temporary workers are hired, as needed.

Actual employee time is charged to each department based on type of work done and amount of time spent on it. On any given day, an employee may show time worked for one or for several departments.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS FUND # 301

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources & Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Resources						
46,282,294	46,295,831	855,000	Beginning Fund Balance	1,000,000	1,000,000	1,000,000
-	65,179	-	Prior Period Adjustments	-	-	-
8,801	31,156	-	Charges for Services:	-	-	-
2,825,606	3,042,235	3,539,520	Engineering	-	-	-
1,317,498	1,470,469	2,020,470	Water	3,724,533	3,724,533	3,724,533
-	-	-	Sewer	2,059,092	2,059,092	2,059,092
-	-	-	Streets	-	-	-
4,151,905	4,543,860	5,559,990	Total Charges for Services	5,783,625	5,783,625	5,783,625
Transfers from Other Funds:						
449,500	424,500	615,000	State Tax Street Fund	635,000	635,000	635,000
30,475	30,667	40,000	General Fund	40,000	40,000	40,000
-	-	-	Local Improvement Debt Service Fund	48,960	48,960	48,960
-	75,000	75,000	CSO Debt Service Fund	75,000	75,000	75,000
8,409	13,916	12,000	Interest	12,000	12,000	12,000
33,485	52,879	75,000	Miscellaneous	75,000	75,000	75,000
50,956,068	51,501,832	7,231,990	Total Resources	7,669,585	7,669,585	7,669,585
Requirements						
Expenditures by Department:						
995,904	996,042	1,106,860	Engineering	1,212,990	1,212,990	1,212,990
430,492	462,032	568,150	Shop and Yard	614,100	614,100	614,100
470,739	459,328	616,920	Streets	639,740	639,740	639,740
26,358	30,953	87,080	Sanitation	86,720	86,720	86,720
920,891	894,154	1,204,370	Sewer	1,310,050	1,310,050	1,310,050
152,263	148,157	221,010	Stormwater	256,880	256,880	256,880
1,331,208	1,312,314	1,606,950	Water	1,716,680	1,716,680	1,716,680
-	-	141,230	Contingency	153,005	153,005	153,005
4,327,855	4,302,980	5,552,570	Total Expenditures by Department	5,990,165	5,990,165	5,990,165
Transfers to Other Departments						
-	-	6,200	Emergency Communications	6,200	6,200	6,200
-	-	1,258,620	Public Works Improvement Fund	1,258,620	1,258,620	1,258,620
379,000	414,600	414,600	General Fund	414,600	414,600	414,600
379,000	414,600	1,679,420	Total Transfers to Other Departments	1,679,420	1,679,420	1,679,420
4,706,855	4,717,580	7,231,990	Total Expenditures	7,669,585	7,669,585	7,669,585
Accrual Adjustments for:						
(255,706)	1,340,238	-	Depreciation	-	-	-
-	74,473	-	Loss on Sale/Disposal	-	-	-
224,141	444,415	-	Capitalized Expenditures-GASB 68	-	-	-
(15,053)	240,602	-	Net OPEB Obligations	-	-	-
46,295,831	44,684,524	-	Ending Fund Balance	-	-	-
50,956,068	51,501,832	7,231,990	Total Requirements	7,669,585	7,669,585	7,669,585

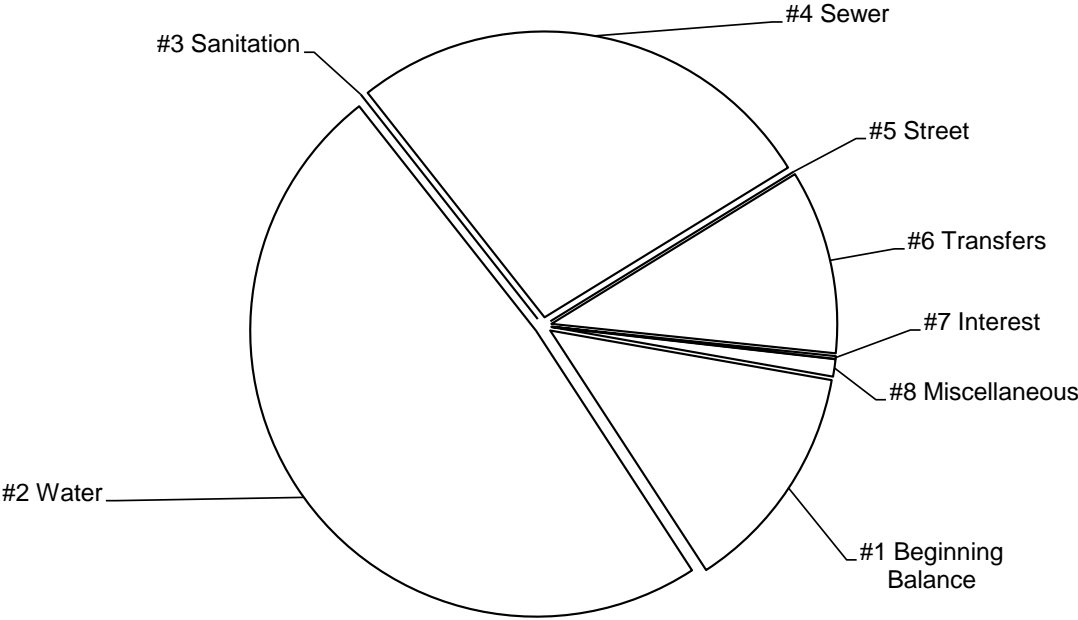
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2017 and 2018 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2017 was \$ 941,274 and at June 30, 2018 was \$ 1,064,293.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2019

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	1,000,000	13.04%
2	Charges for Water Services	3,724,533	48.56%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	2,059,092	26.85%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	798,960	10.42%
7	Interest Earnings	12,000	0.16%
8	Miscellaneous	<u>75,000</u>	<u>0.98%</u>
	Total Resources	<u><u>7,669,585</u></u>	<u><u>100.00%</u></u>

This display shows the nature of the resources for the Public Works Fund.

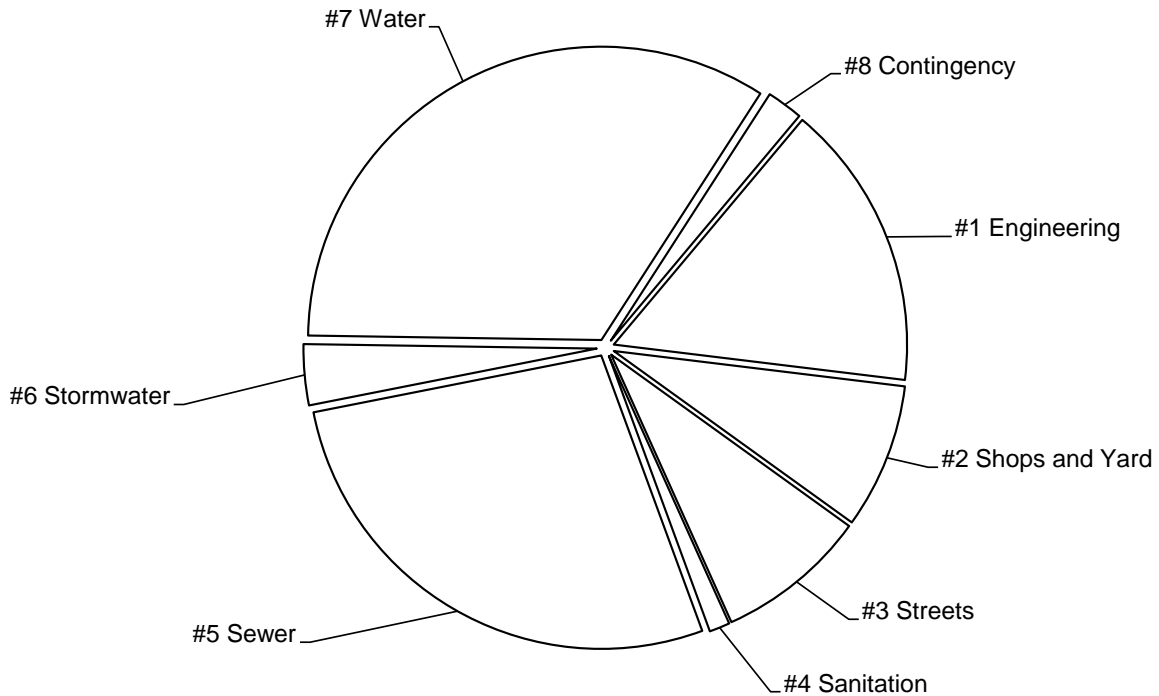
\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2019

Segment #	Requirements	Amount	Percentage
1	Engineering	1,212,990	15.82%
2	Shops and Yard	614,100	8.01%
3	Streets	639,740	8.34%
4	Sanitation	86,720	1.13%
5	Sewer	2,108,300	27.49%
6	Stormwater	256,880	3.35%
7	Water	2,597,850	33.87%
8	Contingency	<u>153,005</u>	<u>4.68%</u>
	Total Requirements	<u><u>7,669,585</u></u>	<u><u>100.00%</u></u>

This display shows the relationships of the budget appropriations for the Public Works Fund. These requirements are addressed, specifically, in the individual budget narratives.



City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND #301

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Personnel Services:			
900,474	918,795	1,009,900	Engineering	1,098,290	1,098,290	1,098,290
316,787	370,933	433,540	Shop & Yard	460,190	460,190	460,190
215,791	219,109	300,170	Streets	316,790	316,790	316,790
6,815	4,717	48,020	Sanitation	50,960	50,960	50,960
520,379	511,643	600,770	Sewer	636,050	636,050	636,050
76,121	87,029	102,060	Stormwater	111,930	111,930	111,930
<u>880,953</u>	<u>896,408</u>	<u>996,190</u>	Water	<u>1,054,280</u>	<u>1,054,280</u>	<u>1,054,280</u>
2,917,320	3,008,634	3,490,650	Total Personnel Services	3,728,490	3,728,490	3,728,490
29.9	32.7	35.5	FTEs	35.7	35.7	35.7
			Materials & Services:			
82,293	66,488	89,460	Engineering	109,700	109,700	109,700
110,064	89,600	127,110	Shop & Yard	140,510	140,510	140,510
254,948	240,219	315,250	Streets	319,250	319,250	319,250
19,543	26,236	39,060	Sanitation	35,760	35,760	35,760
388,339	378,011	587,600	Sewer	656,900	656,900	656,900
74,634	61,128	118,950	Stormwater	121,450	121,450	121,450
<u>420,813</u>	<u>406,564</u>	<u>574,060</u>	Water	<u>613,900</u>	<u>613,900</u>	<u>613,900</u>
1,350,634	1,268,246	1,851,490	Total Materials & Services	1,997,470	1,997,470	1,997,470
			Capital Outlay:			
13,137	10,759	7,500	Engineering	5,000	5,000	5,000
3,641	1,499	7,500	Shop & Yard	13,400	13,400	13,400
-	-	1,500	Streets	3,700	3,700	3,700
-	-	-	Sanitation	-	-	-
12,173	4,500	16,000	Sewer	17,100	17,100	17,100
1,508	-	-	Stormwater	23,500	23,500	23,500
<u>29,442</u>	<u>9,342</u>	<u>36,700</u>	Water	<u>48,500</u>	<u>48,500</u>	<u>48,500</u>
59,901	26,100	69,200	Total Capital Outlay	111,200	111,200	111,200
			Transfers to Other Funds:			
		1,258,620	Emergency Communications	6,200	6,200	6,200
		414,600	Public Works Improvement Fund	1,258,620	1,258,620	1,258,620
<u>379,000</u>	<u>414,600</u>	<u>414,600</u>	General Fund	<u>414,600</u>	<u>414,600</u>	<u>414,600</u>
379,000	414,600	1,673,220	Total Transfers to Other Funds	1,679,420	1,679,420	1,673,220
-	-	181,770	Contingency	<u>153,005</u>	<u>153,005</u>	<u>153,005</u>
<u>4,706,855</u>	<u>4,717,580</u>	<u>7,266,330</u>	Total Expenditures	<u>7,669,585</u>	<u>7,669,585</u>	<u>7,663,385</u>



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FUND: PUBLIC WORKS

Department: Engineering #3700

Basic Objectives

The Engineering Department oversees design and construction associated with City infrastructure that supports the City and its citizens. The department designs and inspects projects to repair and improve City facilities such as street, sewer, storm and water lines. The department maintains map records of city infrastructure. This department serves as the City's administrator of city-owned real property by managing easements, vacations, licenses, and sales of City property. Engineering provides services to other City Departments such as management of design and construction of community development projects, including docks and walkways. The department also handles traffic, tree, sidewalk, junk, and hazard complaints lodged by citizens.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
ENGINEERING # 3700

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Requirements	Budget Officer	Budget Committee	Governing Body
Personnel Services:						
602,169	615,033	641,340	Regular Salaries	678,700	678,700	678,700
85	-	2,050	Overtime	2,070	2,070	2,070
8,040	2,183	4,580	Extra Help	12,000	12,000	12,000
45,526	45,926	49,570	FICA Taxes	53,000	53,000	53,000
121,411	139,484	187,900	Insurance	188,940	188,940	188,940
95,331	105,530	112,480	Retirement Contributions	151,650	151,650	151,650
<u>27,912</u>	<u>10,639</u>	<u>11,980</u>	Workers' Compensation	<u>11,930</u>	<u>11,930</u>	<u>11,930</u>
900,474	918,795	1,009,900	Total Personnel Services	1,098,290	1,098,290	1,098,290
8.0	9.0	9.2	FTEs	9.4	9.4	9.4
Materials and Services:						
5,396	6,579	11,000	Office Supplies	11,000	11,000	11,000
4,116	3,874	4,500	Operating Supplies	4,500	4,500	4,500
1,476	1,332	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
85	562	1,460	Small Tools & Minor Equipment	1,460	1,460	1,460
3,458	-	1,000	Training	1,000	1,000	1,000
383	1,233	5,000	Conferences, Meetings & Travel	5,000	5,000	5,000
885	910	920	Memberships & Dues	930	930	930
62	230	500	Advertising	750	750	750
44,136	25,660	34,100	Professional Services	44,100	44,100	44,100
2,850	2,182	4,100	Communications	4,100	4,100	4,100
5,012	5,597	7,000	Repair & Maintenance Services	6,130	6,130	6,130
300	190	380	Licenses and Permits	380	380	380
-	-	-	Miscellaneous	-	-	-
<u>14,134</u>	<u>18,139</u>	<u>17,000</u>	Technology Services	<u>27,850</u>	<u>27,850</u>	<u>27,850</u>
82,293	66,488	89,460	Total Materials and Services	109,700	109,700	109,700
Capital Outlay:						
<u>13,137</u>	<u>10,759</u>	<u>7,500</u>	Machinery & Equipment	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
13,137	10,759	7,500	Total Capital Outlay	5,000	5,000	5,000
<u>995,904</u>	<u>996,042</u>	<u>1,106,860</u>	Total Expenditures	<u>1,212,990</u>	<u>1,212,990</u>	<u>1,212,990</u>

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	678,700
410	2045	Overtime	2,070
410	2085	Extra Help	12,000
410	2090	Extra Help - Overtime	
415	2220	FICA	53,000
415	2225	FICA -Medicare	
415	2230	Insurance	188,940
415	2235	Retirement Contributions	151,650
415	2240	Workers' Compensation	11,930

TOTAL PERSONNEL SERVICES

FTEs

9.4

1,098,290

Materials and Services (510 - 685)

510	3045	General Office Supplies	11,000	
		Sub-total of Office Supplies		11,000
515	3120	Books / Periodicals	500	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	1,000	
		Sub-total of Operating Supplies		4,500
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		2,500
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	460	
		Sub-total of Small Tools & Minor Equipment		1,460
610	4115	Workshops	1,000	
		Sub-total of Training		1,000
615	4260	Travel, Conference and Meeting Expense	5,000	
		Sub-total of Travel, Conferences & Meetings		5,000
620	4390	Network Maintenance	15,750	
620	4395	Email Hosting	350	
620	4540	Professional Services	25,000	
620	4541	VOIP Cisco / Obsidian Support	3,000	
		Sub-total of Personnel Services		44,100
630	4830	American Public Works Association	660	
630	4835	American Society of Civil Engineers	270	
		Sub-total of Memberships & Dues		930

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		4,100
640	5020	Advertising - Legal Ads / Notice	500	
640	5022	Advertising - Recruitment	250	
		Sub-total of Advertising		750
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,000	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		5,500
665	5860	Copier Lease (1/5 year lease - Engineering Portion)	630	
		Sub-total Rentals/Leasing		630
675	6010	Professional License Renewal	380	
		Sub-total of Miscellaneous		380
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	20,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	5,600	
685	TBD	Radar Reader Sign Annual Fee	750	
		Sub-total Technology		27,850
TOTAL MATERIALS & SERVICES				109,700
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment Computers 2	5,000	
		Sub-total Machinery & Equipment		5,000
TOTAL CAPITAL OUTLAY				5,000
TOTAL ENGINEERING				1,212,990

FUND: PUBLIC WORKS

Department: Shop and Yard # 3800

Basic Objectives

The Shop and Yard Department is responsible for providing support functions for all the Public Works Fund departments. It provides vehicle and equipment maintenance for all City departments. This department maintains and repairs a total of 285 pieces of automotive and mechanized equipment. It also provides for the procurement, warehousing, inventory and issue processes needed to support Public Works services.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SHOP AND YARD # 3800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
198,381	229,195	251,010	Regular Salaries	259,570	259,570	259,570
51	234	1,800	Overtime	2,000	2,000	2,000
1,885	1,350	4,000	Extra Help	4,000	4,000	4,000
14,509	16,703	20,500	FICA Taxes	21,330	21,330	21,330
61,900	73,640	94,810	Insurance	98,850	98,850	98,850
27,847	39,256	49,600	Retirement Contributions	63,000	63,000	63,000
12,214	10,555	11,820	Workers' Compensation	11,440	11,440	11,440
<u>316,787</u>	<u>370,933</u>	<u>433,540</u>	Total Personnel Services	<u>460,190</u>	<u>460,190</u>	<u>460,190</u>
3.0	4.2	4.7	FTEs	4.7	4.7	4.7
			Materials and Services:			
1,450	1,854	2,100	Office Supplies	2,100	2,100	2,100
3,647	2,779	4,900	Small Tools & Minor Equipment	5,300	5,300	5,300
12,509	12,634	15,300	Operating Supplies	15,500	15,500	15,500
19,119	11,621	22,300	Repair & Maintenance Supplies	24,500	24,500	24,500
2,758	1,271	4,100	Training	8,000	8,000	8,000
350	325	500	Printing & Binding	500	500	500
19,538	17,581	24,130	Professional Services	25,710	25,710	25,710
4,124	4,567	6,000	Communications	7,500	7,500	7,500
19,490	19,649	21,000	Public Utility Services	20,900	20,900	20,900
12,865	11,867	15,400	Repair & Maintenance Services	18,500	18,500	18,500
-	-	1,000	Rentals	1,000	1,000	1,000
4,135	410	1,000	Miscellaneous	1,000	1,000	1,000
<u>10,079</u>	<u>5,042</u>	<u>9,380</u>	Technology Services	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<u>110,064</u>	<u>89,600</u>	<u>127,110</u>	Total Materials and Services	<u>140,510</u>	<u>140,510</u>	<u>140,510</u>
			Capital Outlay:			
<u>3,641</u>	<u>1,499</u>	<u>7,500</u>	Machinery & Equipment	<u>13,400</u>	<u>13,400</u>	<u>13,400</u>
<u>3,641</u>	<u>1,499</u>	<u>7,500</u>	Total Capital Outlay	<u>13,400</u>	<u>13,400</u>	<u>13,400</u>
<u>430,492</u>	<u>462,032</u>	<u>568,150</u>	Total Expenditures	<u>614,100</u>	<u>614,100</u>	<u>614,100</u>

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	259,570
410	2045	Overtime	2,000
410	2085	Extra Help	4,000
415	2220	FICA	21,330
415	2230	Insurance	98,850
415	2235	Retirement Contributions	63,000
415	2240	Workers' Compensation	11,440

TOTAL PERSONNEL SERVICES

FTEs 4.7 460,190

Materials and Services (510 - 685)

510	3030	Paper	500
510	3040	Printer, Cartridges and Supplies	1,100
510	3045	General Office Supplies	500
		Sub-total of Office Supplies	2,100
515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,300
515	3140	First Aid Supplies	800
515	3180	Fuel, Oil, Lubricants	8,500
515	3265	Custodial Supplies	1,800
515	3310	General Operating Supplies	1,800
		Sub-total of Operating Supplies	15,500
525	3520	Building Materials / Supplies	4,000
525	3525	Motor Vehicle Repair Parts	3,500
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	7,000
		Sub-total of Repair & Maintenance Supplies	24,500
530	3720	Small Tools	2,900
530	3722	Mechanics Contractual Tool Allowance	2,400
		Sub-total of Small Tools	5,300
610	4085	Travel Expense - Training	3,500
610	4115	Workshops	4,500
		Sub-total of Training	8,000
620	4390	Network Maintenance	16,360
620	4395	Email Hosting	350
620	4400	Internet connectivity	250
620	4432	Background Checks	250
620	4510	Drug / Alcohol Testing	500
620	4515	CDL Physicals	500
620	4539	VOIP Cisco/Obsidian Support	3,000
620	4540	General - Professional Services	4,500
		Sub-total of Professional Services	25,710

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

635	4920	Cell Phones	4,000	
635	4930	Telephone-Century Link	3,400	
635	4975	Postage	100	
		Sub-total of Communications		7,500
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		500
655	5304	Electricity - 535 31st - Old Shop	1,700	
655	5307	Electricity - 550 30th - Main PW	11,000	
656	5473	Natural Gas - PW Shops	4,200	
657	5520	Sanitation - PW Shops	4,000	
		Sub-total of Public Utility Services		20,900
660	5725	Equipment Other Than Vehicles	2,000	
660	5745	Janitorial Services Agreement	10,000	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	6,000	
		Sub-total of Repair and Maintenance Services		18,500
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal - Certifications and CDL	200	
675	6015	Fuel Tank Insurance 2014-2015	100	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	550	
		Sub-total of Miscellaneous		1,000
685	6205	Computer Software	500	
685	6235	Computer Hardware Maintenance	500	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	4,000	
		Sub-total of Technology Services		10,000

TOTAL MATERIALS & SERVICES 140,510

Capital Outlay (730 - 740)

740	6650	Gutters Lower Shop	4,000	
		Shop Garage Doors	3,200	
		Inventory Racks	4,500	

TOTAL CAPITAL OUTLAY 13,400

TOTAL SHOP & YARD 614,100

FUND: PUBLIC WORKS

Department: Streets # 3900

Basic Objectives

The Street Department is responsible for the operations, maintenance, repair and improvement of City roads, streets, street ends, bridges and trails. The provision of street signs, signals, street patching, sanding/deicing, and brush cutting along rights-of way are also provided through this Department.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS # 3900

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
119,772	124,254	167,340	Regular Salaries	173,040	173,040	173,040
2,364	324	2,000	Overtime	2,000	2,000	2,000
5,316	8,410	13,000	Extra Help	12,000	12,000	12,000
9,714	9,844	13,670	FICA Taxes	14,220	14,220	14,220
50,257	45,733	63,210	Insurance	65,900	65,900	65,900
20,283	23,476	33,070	Retirement Contributions	42,000	42,000	42,000
8,085	7,068	7,880	Workers' Compensation	7,630	7,630	7,630
<u>215,791</u>	<u>219,109</u>	<u>300,170</u>	Total Personnel Services	<u>316,790</u>	<u>316,790</u>	<u>316,790</u>
2.3	2.5	3.2	FTEs	3.2	3.2	3.2
			Materials and Services:			
276	379	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
9,105	7,536	11,800	Operating Supplies	11,800	11,800	11,800
63,278	58,590	81,000	Repair & Maintenance Supplies	89,000	89,000	89,000
10	-	300	Training	300	300	300
5,067	810	8,300	Professional Services	9,800	9,800	9,800
148,250	147,607	152,150	Public Utility Services	152,150	152,150	152,150
28,962	25,175	55,500	Repair & Maintenance Services	50,000	50,000	50,000
-	-	4,000	Rentals	4,000	4,000	4,000
-	122	1,200	Miscellaneous	1,200	1,200	1,200
<u>254,948</u>	<u>240,219</u>	<u>315,250</u>	Total Materials and Services	<u>319,250</u>	<u>319,250</u>	<u>319,250</u>
			Capital Outlay:			
-	-	1,500	Machinery & Equipment	3,700	3,700	3,700
-	-	-	Total Capital Outlay	-	-	-
<u>470,739</u>	<u>459,328</u>	<u>616,920</u>	Total Expenditures	<u>639,740</u>	<u>639,740</u>	<u>639,740</u>

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	173,040
410	2045	Overtime	2,000
410	2085	Extra Help	12,000
415	2220	FICA	14,220
415	2230	Insurance	65,900
415	2235	Retirement Contributions	42,000
415	2240	Workers' Compensation	7,630

TOTAL PERSONNEL SERVICES

FTEs

3.2

316,790

Materials and Services (515 - 675)

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	11,000
515	3310	General Operating Supplies	200

Sub-total of Operating Supplies

11,800

525	3525	Motor Vehicle Repair Parts	17,000
525	3530	Tires	4,000
525	3540	Paint and Paint Supplies	27,000
525	3550	Electrical Supplies	5,000
525	3578	Road Maintenance Materials	5,000
525	3580	Signs	13,000
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	3,000
525	3593	De-Icer	3,500
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	6,000

Sub-total of Repair and Maintenance Supplies

89,000

530	3720	Small Tools	1,000
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Sub-total of Small Tools

1,000

610	4085	Travel Expense - Training	150
610	4115	Workshops	150

Sub-total of Training

300

620	4460	Hazardous Tree Removal	3,000
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General - Professional Services	6,500

Sub-total of Professional Services

9,800

655	5310	Electricity - Street Lights	152,000
657	5541	Sanitation	150

Sub-total of Public Utility Services

152,150

PUBLIC WORKS FUND (301)

STREETS (3900)

660	5725	Equipment Other Than Vehicles	1,500	
660	5785	Motor Vehicles / Auto Body Shop	5,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	15,000	
660	5826	Street Sweeping Disposal	8,000	
		Sub-total of Repair & Maintenance Services		50,000
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	100	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,200
TOTAL MATERIALS & SERVICES				319,250
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment		
		Two Rotary Hammers and Bits	2,000	
		Cut Off Saw	1,700	
TOTAL CAPITAL OUTLAY				3,700
TOTAL STREETS				639,740

FUND: PUBLIC WORKS

Department: Sanitation # 5400

Basic Objectives

The Sanitation Department is responsible for maintenance and monitoring of the Landfill leachate and gas produced from the City's closed Landfill.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SANITATION # 5400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
3,488	1,968	27,890	Regular Salaries	28,840	28,840	28,840
134	348	500	Extra Help	500	500	500
273	174	2,280	FICA Taxes	2,370	2,370	2,370
1,085	730	10,530	Insurance	10,980	10,980	10,980
490	318	5,510	Retirement Contributions	7,000	7,000	7,000
<u>1,345</u>	<u>1,179</u>	<u>1,310</u>	Worker Compensation	<u>1,270</u>	<u>1,270</u>	<u>1,270</u>
6,815	4,717	48,020	Total Personnel Services	50,960	50,960	50,960
0.1	0.1	0.5	FTEs	0.5	0.5	0.5
			Materials and Services:			
-	259	450	Operating Supplies	450	450	450
370	6	4,500	Repair & Maintenance Supplies	3,500	3,500	3,500
210	210	210	Memberships & Dues	210	210	210
-	-	50	Advertising	50	50	50
17,597	25,397	28,300	Professional Services	26,000	26,000	26,000
214	214	350	Public Utility Services	350	350	350
-	-	3,050	Repair & Maintenance Services	3,050	3,050	3,050
-	-	1,000	Rentals	1,000	1,000	1,000
<u>1,152</u>	<u>150</u>	<u>1,150</u>	Miscellaneous	<u>1,150</u>	<u>1,150</u>	<u>1,150</u>
19,543	26,236	39,060	Total Materials and Services	35,760	35,760	35,760
			Capital Outlay			
-	-	-	Machinery and Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>26,358</u>	<u>30,953</u>	<u>87,080</u>	Total Expenditures	<u>86,720</u>	<u>86,720</u>	<u>86,720</u>

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	28,840
410	2085	Extra Help	500
415	2220	FICA	2,370
415	2230	Insurance	10,980
415	2235	Retirement Contributions	7,000
415	2240	Workers' Compensation	1,270

TOTAL PERSONNEL SERVICES

FTEs 0.5 50,960

Materials and Services (515 - 675)

515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300
		Sub-total of Operating Supplies	450
525	3525	Motor Vehicle Repair Parts	1,000
525	3610	Drainage Ditch Supplies	1,000
525	3640	Other Repair and Maintenance Supplies	1,500
		Sub-total of Repair and Maintenance Supplies	3,500
620	4520	Lab Testing	5,000
620	4540	Professional Services-General	21,000
		Sub-total of Professional Services	26,000
630	4850	Association of Oregon Recyclers	210
		Sub-total of Membership's and Dues	210
640	5030	Advertising - Public Notices	50
		Sub-total of Advertising	50
655	5367	Electricity - Transfer Station	250
657	5538	Sanitation - Downtown Litter Baskets	100
		Sub-total of Public Utility Services	350
660	5725	Equipment Other Than Vehicles	50
660	5785	Motor Vehicles / Auto Body Shop	500
660	5815	Equipment with Operator	2,500
		Sub-total of Repair & Maintenance Services	3,050
665	5865	Rentals - Equipment	1,000
		Sub-total of Rentals	1,000

PUBLIC WORKS FUND (301)

SANITATION (5400)

675	6020	Permits	150	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,150

TOTAL MATERIALS & SERVICES 35,760

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment	-	
		Sub-total Machinery & Equipment		-

TOTAL SANITATION 86,720

FUND: PUBLIC WORKS

Department: Sewer # 5600

Basic Objectives

This department operates, maintains and improves the City's sewer collection and treatment systems and sewage pumping stations. Staff maintains, repairs and monitors ten City sewage pumping stations. This department fulfills all Environmental Protection Agency and other Federal and State requirements for monitoring, testing, inspecting and reporting on wastewater collection and treatment.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SEWER # 5600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Requirements	Budget Officer	Budget Committee	Governing Body
Personnel Services:						
320,049	310,006	334,680	Regular Salaries	346,090	346,090	346,090
6,622	1,524	4,000	Overtime	4,000	4,000	4,000
11,700	18,134	21,450	On Call	21,480	21,480	21,480
1,511	3,664	5,000	Extra Help	5,000	5,000	5,000
25,821	24,763	27,330	FICA Taxes	28,440	28,440	28,440
90,758	84,834	126,420	Insurance	131,790	131,790	131,790
47,842	54,546	66,140	Retirement Contributions	84,000	84,000	84,000
16,076	14,172	15,750	Workers' Compensation	15,250	15,250	15,250
<u>520,379</u>	<u>511,643</u>	<u>600,770</u>	Total Personnel Services	<u>636,050</u>	<u>636,050</u>	<u>636,050</u>
5.5	5.8	6.3	FTEs	6.3	6.3	6.3
Materials and Services:						
979	576	1,150	Office Supplies	1,150	1,150	1,150
56,330	44,697	77,150	Operating Supplies	82,650	82,650	82,650
91,597	91,774	125,000	Repair & Maintenance Supplies	137,000	137,000	137,000
1,325	1,168	3,000	Small Tools & Minor Equipment	4,000	4,000	4,000
2,947	3,816	12,100	Training	13,000	13,000	13,000
25,122	21,713	53,150	Professional Services	54,350	54,350	54,350
677	760	700	Memberships & Dues	800	800	800
2,915	1,276	5,000	Communications	4,500	4,500	4,500
211	1,101	1,500	Advertising	1,500	1,500	1,500
6,492	6,554	7,800	Printing & Binding	7,800	7,800	7,800
133,334	153,185	162,450	Public Utility Services	186,450	186,450	186,450
48,182	32,184	105,000	Repair & Maintenance Services	106,000	106,000	106,000
1,860	85	2,000	Rentals	2,000	2,000	2,000
8,069	8,721	8,500	Licenses and Permits	9,000	9,000	9,000
-	-	-	Credit Card Fees	23,100	23,100	23,100
1,457	770	4,500	Miscellaneous	3,000	3,000	3,000
<u>6,842</u>	<u>9,631</u>	<u>18,600</u>	Technology Services	<u>20,600</u>	<u>20,600</u>	<u>20,600</u>
<u>388,339</u>	<u>378,011</u>	<u>587,600</u>	Total Materials and Services	<u>656,900</u>	<u>656,900</u>	<u>656,900</u>
Capital Outlay:						
<u>12,173</u>	<u>4,500</u>	<u>16,000</u>	Machinery & Equipment	<u>17,100</u>	<u>17,100</u>	<u>17,100</u>
<u>12,173</u>	<u>4,500</u>	<u>16,000</u>	Total Capital Outlay	<u>17,100</u>	<u>17,100</u>	<u>17,100</u>
Transfers to Other Funds:						
-	-	3,100	Emergency Communications	3,100	3,100	3,100
-	-	629,310	Public Works Improvement Fund	629,310	629,310	629,310
<u>151,600</u>	<u>165,840</u>	<u>165,840</u>	General Fund	<u>165,840</u>	<u>165,840</u>	<u>165,840</u>
<u>151,600</u>	<u>165,840</u>	<u>798,250</u>	Total Transfer to Other Funds	<u>798,250</u>	<u>798,250</u>	<u>798,250</u>
<u>1,072,491</u>	<u>1,059,994</u>	<u>2,002,620</u>	Total Expenditures	<u>2,108,300</u>	<u>2,108,300</u>	<u>2,108,300</u>

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	346,090
410	2045	Overtime	4,000
410	2047	On Call	21,480
410	2085	Extra Help	5,000
415	2220	FICA	28,440
415	2230	Insurance	131,790
415	2235	Retirement Contributions	84,000
415	2240	Workers' Compensation	15,250

TOTAL PERSONNEL SERVICES

FTEs

6.3

636,050

Materials and Services (510 - 685)

510	3030	Paper	250
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	500

Sub-total of Office Supplies

1,150

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	3,500
515	3180	Fuel, Oil, Lubricants	14,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	5,600
515	3280	Chlorine	14,000
515	3281	Dechlorinating Chemical	27,000
515	3282	pH Adjustment	3,000
515	3283	Pro Biotic Scrubber	13,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies

82,650

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	12,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	4,500
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	35,000
525	3615	Pump Station Repair Parts	37,000
525	3640	Other Repair and Maintenance Supplies	23,000

Sub-total of Repair and Maintenance Supplies

137,000

530	3720	Small Tools	4,000
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Sub-total of Small Tools

4,000

610	4085	Travel Expense - Training	6,000
610	4115	Workshops	7,000

Sub-total of Training

13,000

PUBLIC WORKS FUND (301)

SEWER (5600)

620	4400	Internet Connectivity	3,400	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	700	
620	4520	Lab Testing	9,500	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	40,000	
		Sub-total Professional Services		54,350
630	4855	Association of Clean Water Agencies	800	
		Sub-total of Memberships & Dues		800
635	4920	Cell Phones	2,000	
635	4975	Postage	2,500	
		Sub-total of Communications		4,500
640	5022	Advertising - Recruitment	500	
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,500
650	5140	Utility Bills, CCR, Meter Slips	7,500	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		7,800
655	5370	Electricity - 4665 Birch #1	50,000	
655	5373	Electricity - 2165 Duane #3	16,000	
655	5376	Electricity - 175 W. Marine Dr.	6,000	
655	5379	Electricity - 580 W. Marine Dr.	7,000	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	90,000	
655	5388	Electricity - 5250 Ash #2	1,100	
655	5391	Electricity - 5340 Alder #3	500	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	550	
657	5529	Sanitation - Sewer/Dry Bed	12,000	
		Sub-total of Public Utility Services		186,450
660	5725	Equipment Other Than Vehicles	30,000	
660	5785	Motor Vehicles / Auto Body Shop	4,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	16,000	
660	5825	General Repair and Maintenance Services	44,000	
		Sub-total of Repair and Maintenance Services		106,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000

PUBLIC WORKS FUND (301)

SEWER (5600)

675	5925	Credit Card Fees	23,100	
675	6005	Licenses and Permits	8,500	
675	6010	License Renewal	500	
675	6035	General - Miscellaneous	3,000	
		Sub-total of Miscellaneous		35,100
685	6205	Computer Software	4,000	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	6,600	
685	6255	Software Maintenance Agreement	8,000	
		Sub-total of Technology Services		20,600

TOTAL MATERIALS & SERVICES 656,900

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment		
		Confined Space Rescue//Training/Safety/ Equipment	7,000	
		RTU PS#4	4,500	
		Primary/Secondary SCADA	4,500	
		Gas Detector	1,100	
		Sub-total of Machinery & Equipment		17,100

TOTAL CAPITAL OUTLAY 17,100

Transfer to Other Funds (850)

850	7555	General Fund	165,840	
850	7525	Emergency Communications Fund	3,100	
850	7557	Public Works Improvement Fund	629,310	
		Sub-total Transfers to Other Funds		798,250

TOTAL SEWER 2,108,300



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FUND: PUBLIC WORKS

Department: Stormwater # 7400

Basic Objectives

The Stormwater Department is responsible for the operation, inspection, maintenance, repairs and improvements of the stormwater system which includes catch basins, stormwater manholes, surface water runoff, culverts, and field inlets.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STORMWATER # 7400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Personnel Services:						
42,845	47,579	55,780	Regular Salaries	57,680	57,680	57,680
520	593	2,000	Overtime	2,000	2,000	2,000
1,813	4,383	5,000	Extra Help	9,000	9,000	9,000
3,420	3,975	4,560	FICA Taxes	4,740	4,740	4,740
17,648	18,732	21,070	Insurance	21,970	21,970	21,970
7,181	9,409	11,020	Retirement Contributions	14,000	14,000	14,000
2,694	2,358	2,630	Workers' Compensation	2,540	2,540	2,540
76,121	87,029	102,060	Total Personnel Services	111,930	111,930	111,930
1.0	1.0	1.1	FTEs	1.1	1.1	1.1
Materials and Services:						
179	631	1,000	Small Tools & Minor Equipment	1,500	1,500	1,500
1,562	3,279	7,550	Operating Supplies	7,550	7,550	7,550
41,811	33,431	57,500	Repair & Maintenance Supplies	56,000	56,000	56,000
-	-	400	Training	3,400	3,400	3,400
-	142	5,300	Professional Services	5,300	5,300	5,300
6,642	7,874	7,500	Communications	8,000	8,000	8,000
3,537	3,358	4,000	Public Utility Services	4,000	4,000	4,000
19,768	12,293	34,000	Repair & Maintenance Services	34,000	34,000	34,000
1,000	-	1,000	Rentals	1,000	1,000	1,000
-	-	200	Licenses and Permits	200	200	200
135	120	500	Miscellaneous	500	500	500
74,634	61,128	118,950	Total Materials and Services	121,450	121,450	121,450
1,508	-	-	Capital Outlay:	23,500	23,500	23,500
1,508	-	-	Total Capital Outlay	23,500	23,500	23,500
152,263	148,157	221,010	Total Expenditures	256,880	256,880	256,880

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	57,680
410	2045	Overtime	2,000
410	2085	Extra Help	9,000
415	2220	FICA	4,740
415	2230	Insurance	21,970
415	2235	Retirement Contributions	14,000
415	2240	Workers' Compensation	2,540

TOTAL PERSONNEL SERVICES

FTEs

1.1

111,930

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	6,500
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

7,550

525	3520	Building Materials/Supplies	500
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	1,000
525	3550	Electrical Supplies	500
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,000
525	3595	Rock	2,500
525	3605	Stormwater Maintenance Supplies	18,000
525	3640	Other Repair and Maintenance Supplies	20,000

Sub-total of Repair and Maintenance Supplies

56,000

530	3720	Small Tools	1,500
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Sub-total of Small Tools

1,500

610	4085	Travel Expense	1,000
610	4115	Workshops	2,400

Sub-total of Training

3,400

620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	5,000

Sub-total Professional Services

5,300

635	4982	CSO AT&T Mobility	8,000
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Sub-total of Communications

8,000

PUBLIC WORKS FUND (301)

STORMWATER (7400)

655	5397	Electricity - Denver Storage	4,000	
		Sub-total of Public Utility Services		4,000
660	5725	Equipment Other Than Vehicles	4,500	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	5,000	
660	5825	General Repair & Maintenance	10,000	
660	5826	Street Sweeping Disposal	10,000	
		Sub-total of Repair and Maintenance Services		34,000
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		700

TOTAL MATERIALS & SERVICES 121,450

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment		
		Confined Space Rescue/Training/Equipment/Safety	7,000	
		Truck Mounted Fall Arrest	7,500	
		CSO Verizon Modems and Related Equipment	9,000	
		Sub-total of Machinery & Equipment		23,500

TOTAL CAPITAL OUTLAY 23,500

TOTAL STORMWATER 256,880

FUND: PUBLIC WORKS

Department: Water # 8100

Basic Objectives

The Water Department provides safe, ample and quality supply of water to the citizens of Astoria and five outlying water Districts and Associations. This department oversees and protects the City's 3,700 acre Watershed. The Watershed is located about thirteen miles east of Astoria. Water is treated via a slow sand filter, piped to Astoria and held in short term storage at various points before entering the distribution system. This department operates, maintains, repairs and improves the City's water treatment and distribution system. It also administers the provision of water service; including starts, metering, servicing and testing.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
WATER # 8100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
532,074	517,136	557,800	Regular Salaries	576,800	576,800	576,800
7,092	7,473	13,500	Overtime	10,000	10,000	10,000
3,600	8,055	7,150	On Call	10,000	10,000	10,000
15,785	19,039	25,000	Extra Help	25,000	25,000	25,000
41,903	42,486	45,550	FICA Taxes	47,410	47,410	47,410
169,808	174,960	210,690	Insurance	219,650	219,650	219,650
84,024	103,711	110,240	Retirement Contributions	140,000	140,000	140,000
<u>26,667</u>	<u>23,548</u>	<u>26,260</u>	Workers' Compensation	<u>25,420</u>	<u>25,420</u>	<u>25,420</u>
880,953	896,408	996,190	Total Personnel Services	1,054,280	1,054,280	1,054,280
10.0	10.1	10.5	FTEs	10.5	10.5	10.5
Materials and Services:						
857	752	1,350	Office Supplies	1,350	1,350	1,350
3,598	3,685	6,500	Small Tools & Minor Equipment	6,500	6,500	6,500
58,852	52,383	69,450	Operating Supplies	68,550	68,550	68,550
213,340	189,722	268,500	Repair & Maintenance Supplies	270,500	270,500	270,500
2,468	7,407	13,600	Training	14,000	14,000	14,000
2,270	2,555	2,600	Memberships & Dues	2,600	2,600	2,600
630	361	1,000	Advertising	1,000	1,000	1,000
10,178	83	13,000	Printing & Binding	13,000	13,000	13,000
3,478	1,892	10,000	Rentals	10,000	10,000	10,000
38,942	37,131	53,030	Professional Services	55,400	55,400	55,400
5,450	2,493	7,200	Communications	6,200	6,200	6,200
21,550	30,941	23,900	Public Utility Services	25,000	25,000	25,000
51,742	63,442	84,000	Repair & Maintenance Services	95,000	95,000	95,000
2,455	472	4,200	Licenses and Permits	4,000	4,000	4,000
-	-	-	Credit Card Fees	23,100	23,100	23,100
962	985	3,000	Miscellaneous	2,000	2,000	2,000
<u>4,041</u>	<u>12,260</u>	<u>12,730</u>	Technology Services	<u>15,700</u>	<u>15,700</u>	<u>15,700</u>
420,813	406,564	574,060	Total Materials and Services	613,900	613,900	613,900
Capital Outlay:						
<u>29,442</u>	<u>9,342</u>	<u>36,700</u>	Machinery & Equipment	<u>48,500</u>	<u>48,500</u>	<u>48,500</u>
29,442	9,342	36,700	Total Capital Outlay	48,500	48,500	48,500
Transfer to Other Funds:						
-	-	3,100	Emergency Communications	3,100	3,100	3,100
-	-	629,310	Public Works Improvement Fund	629,310	629,310	629,310
<u>227,400</u>	<u>248,760</u>	<u>248,760</u>	General Fund	<u>248,760</u>	<u>248,760</u>	<u>248,760</u>
227,400	248,760	881,170	Total Transfer to Other Funds	881,170	881,170	881,170
<u>1,558,608</u>	<u>1,561,074</u>	<u>2,488,120</u>	Total Expenditures	<u>2,597,850</u>	<u>2,597,850</u>	<u>2,597,850</u>

PUBLIC WORKS FUND (301)

WATER (8100)

610	4085	Travel Expense - Training	6,000	
610	4115	Workshops	8,000	
		Sub-total of Training		14,000
620	4510	Drug / Alcohol Testing	450	
620	4515	CDL Physicals	700	
620	4520	Lab Testing	8,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	30,000	
620	4540	General - Professional Services	16,000	
		Sub-Total of Professional Services		55,400
630	4865	Association of State Dam Safety Officials	2,050	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,600
635	4920	Cell Phones	2,000	
635	4930	Telephone - Qwest	700	
635	4975	Postage	3,500	
		Sub-total of Communications		6,200
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	12,000	
650	5145	General Printing and Binding	1,000	
		Sub-total of Printing & Binding		13,000
655	5400	Electricity - 6th and Lexington	1,000	
655	5403	Electricity - RR2 Box 812	500	
655	5406	Electricity - Watershed Equipment	2,400	
655	5409	Electricity - Pipeline Res #3	4,000	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 1499 Madison	4,100	
655	5424	Electricity - 1597 James St.	3,200	
655	5427	Electricity - Skyline Pump House	3,000	
655	5430	Electricity - Bear Creek Reservoir	5,000	
655	5433	Electricity - Headworks Rd	800	
		Sub-total of Public Utility Services		25,000
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	6,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	35,000	
		Sub-total of Repair and Maintenance Services		95,000

PUBLIC WORKS FUND (301)

WATER (8100)

665	5865	Equipment	5,000	
665	5875	General Rentals	5,000	
		Sub-total of Rentals		10,000
675	5925	Credit Card Fees	23,100	
675	6005	Licenses and Permits	3,000	
675	6010	License Renewal	1,000	
675	6035	General - Miscellaneous	2,000	
		Sub-total of Miscellaneous		29,100
685	6205	Computer Software	1,500	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	7,200	
		Sub-total of Technology Services		15,700

TOTAL MATERIALS & SERVICES 613,900

Capital Outlay

740	6650	Machinery & Equipment		
		Influent On-Line Turbidity Meter	4,500	
		Confined Space Rescue/Training/Safety/Equipment	7,000	
		Rosemont Chlorine pH Analyzer	5,000	
		Primary/ Secondary SCADA	4,500	
		LabTurbidity Meter	3,600	
		Bear Creek Open Channel Meter	8,000	
		Influent pH Meters	4,400	
		Slow Sound Filter Water Quality Outbldg Move	2,500	
		Remote Telemetry Unit Skyline	4,500	
		Headworks Lab Lights	1,500	
		Gas Dector with Docking Station	3,000	

TOTAL CAPITAL OUTLAY 48,500

Transfer to Other Funds (850)

850	7555	General Fund	248,760	
850	7525	Emergency Communications Fund (911 Subscription)	3,100	
850	7557	Public Works Improvement Fund	629,310	
		Sub-total Transfers to Other Funds		881,170

TOTAL WATER 2,597,850



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FUND: CEMETERY # 325

Basic Objectives

The Cemetery related functions were consolidated in the Parks Operation Fund (# 158) as of FYE June 30, 2012, pursuant to City Council Resolution 12-07, adopted on June 4, 2012.

The remaining balance of the Cemetery Fund represents the corpus balance from the sale of the caretaker house, less capital improvement expenditures. The remainder is appropriated to provide for capital improvements at the cemetery.

Staffing

This budget provides for no staff positions. The Parks and Recreation Director provides oversight for the capital improvements funded by this budget. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

CEMETERY FUND # 325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
477,308	471,297	38,826	Beginning Fund Balance	38,826	38,826	38,826
-	-	-	Miscellaneous	-	-	-
<u>477,308</u>	<u>471,297</u>	<u>38,826</u>	Total Resources	<u>38,826</u>	<u>38,826</u>	<u>38,826</u>
<u>Requirements</u>						
Capital Outlay						
-	-	-	Buildings	-	-	-
-	-	38,826	Improvements Other than Buildings	38,826	38,826	38,826
-	-	-	Total Capital Outlay	-	-	-
-	-	-	Contingency	-	-	-
6,011	13,461	-	Accrual Adjustments for: Depreciation	-	-	-
6,011	13,461	38,826	Total Expenditures	38,826	38,826	38,826
471,297	457,836	-	Ending Fund Balance	-	-	-
<u>477,308</u>	<u>471,297</u>	<u>38,826</u>	Total Requirements	<u>38,826</u>	<u>38,826</u>	<u>38,826</u>

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balance for the June 30, 2017 and 2018 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2017 and 2018 was \$ 38,826 and \$ 38,826.

2019 / 20 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>		
730	6500	Improvements Other Than Buildings <u>38,826</u>
		Total Capital Outlay 38,826
910	8020	Contingent Expenditures -
950	8520	Ending Fund Balance -
TOTAL CEMETERY FUND		<u>38,826</u>

FUND: 17TH STREET DOCK # 330

Basic Objectives

The Maritime Park Fund was renamed 17th Street Dock Fund with the adoption of Resolution No. 96-31, May 6, 1996. The 17th Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17th Street dock and other sources as appropriate for dock activities. This fund accounts for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. These lease payments are the major resource of the fund and amount to approximately \$210,000 per year. The fund also receives moorage fees from several tour boats mooring regularly at the 17th Street Dock Facilities. The City has rebuilt the facility using a Connect Oregon III grant and a loan from the State of Oregon Infrastructure Finance Authority (IFA). The project was completed in the summer of 2013. The loan with IFA will be repaid from the Coast Guard dock lease which is executed for a one year lease with nineteen (19), one (1) year renewal terms beginning October 1, 2013 and ending September 30, 2033.

Long Term Debt

IFA Loan # B11002 for Dock Construction and is a 25 year loan with an interest rate of 4.00%. Payments, beginning December, 2014, are made annually with the final payment due December, 2039. As funds have been available additional principal payments are made on the loan to align the payoff with the anticipated ending date of the Coast Guard dock lease.

Staffing

This budget provides for no staff positions. Staff assistance provided by the Public Works Department is charged to this fund. The Finance Department monitors expenditures and fund balance.

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND # 330

			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Historical Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
<u>Actual Data</u>			Resources and Requirements	Budget Officer	Budget Committee	Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
3,738,751	3,621,461	495,300	Beginning Fund Balance	533,700	533,700	533,700
-	(72)	-	Prior Period Adjustment	-	-	-
238,657	250,320	222,950	Intergovernmental	226,190	226,190	226,190
66,492	37,288	65,000	Charge for Services	70,000	70,000	70,000
5,712	8,102	8,400	Interest on Investments	10,700	10,700	10,700
-	-	-	Miscellaneous	-	-	-
<u>4,049,612</u>	<u>3,917,099</u>	<u>791,650</u>	Total Resources	<u>840,590</u>	<u>840,590</u>	<u>840,590</u>
<u>Requirements</u>						
Personnel Services:						
17,245	17,748	35,000	Interfund Wages	35,000	35,000	35,000
0.17	0.17	0.33		FTEs 0.33	0.33	0.33
Materials and Services:						
5,917	620	10,000	Repair & Maintenance Supplies	10,000	10,000	10,000
13,154	11,305	17,250	Public Utility Services	18,110	18,110	18,110
-	15,416	32,750	Professional Services	74,890	74,890	74,890
<u>1,897</u>	<u>9,875</u>	<u>20,000</u>	Repair & Maintenance Services	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
20,968	37,216	80,000	Total Materials and Services	123,000	123,000	123,000
Capital Outlay:						
-	-	230,000	Improvements Other Than Bldgs	347,000	347,000	347,000
-	102,249	-	Loss on Sale/Conversion of Asset	-	-	-
-	102,249	230,000	Total Capital Outlay	347,000	347,000	347,000
Debt Service						
-	-	87,550	Principal	93,800	93,800	93,800
<u>50,210</u>	<u>46,810</u>	<u>47,950</u>	Interest	<u>41,770</u>	<u>41,770</u>	<u>41,770</u>
50,210	46,810	135,500	Total Debt Service	135,570	135,570	135,570
Transfer to Other Funds						
76,500	76,500	76,500	Transfer to Capital Improvement Fund	76,500	76,500	76,500
<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	Transfer to Parks Operation Fund	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
146,500	146,500	146,500	Total Transfer to Other Funds	146,500	146,500	146,500
-	-	30,950	Contingency	50,000	50,000	50,000
Accrual Adjustment for:						
<u>193,228</u>	<u>177,701</u>	-	Depreciation	-	-	-
428,151	528,224	657,950	Total Expenditures	837,070	837,070	837,070
3,621,461	3,388,875	-	Unappropriated Ending Fund Balance	-	-	-
-	-	133,700	Reserved for Future Capital Requirements	<u>3,520</u>	<u>3,520</u>	<u>3,520</u>
<u>3,621,461</u>	<u>3,388,875</u>	<u>133,700</u>	Total Fund Balance	<u>3,520</u>	<u>3,520</u>	<u>3,520</u>
<u>4,049,612</u>	<u>3,917,099</u>	<u>791,650</u>	Total Requirements	<u>840,590</u>	<u>840,590</u>	<u>840,590</u>

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2017 and 2018 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2017 was \$ 569,747 and at June 30, 2018 was \$ 534,851

17TH STREET DOCK FUND (330 0000)**Personal Services (412 - 415)**

412	2095	Interfund Wages	35,000
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TOTAL PERSONAL SERVICES**35,000**

FTE

0.33

Materials & Services (525 - 660)

525	3640	Other Repair & Maintenance Supplies	10,000
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Sub-total of Repair & Maintenance Supplies

10,000

620	4540	Professional Services	72,000
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Sub-total of Professional Services

72,000

655	5297	Electricity - 17th StreetDock	3,675
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657	5544	Sanitation - 17th Street Dock	14,435
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Sub-total of Public Utilities

18,110

660	5825	General - Repair & Maintenance Services	20,000
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Sub-total of Repair & Maintenance Services

20,000

665	5875	Dock Lease/Rental	2,890
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Sub-total of Lease/Rental

2,890**TOTAL MATERIALS & SERVICES****123,000****Capital Outlay (730)**

730	6500	Improvements Other than Buildings	
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		Parking Lot	230,000
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		Floating Dock	100,000
--	--	---------------	---------

Sub-total Improvements Other than Buildings

330,000

740	6650	Machinery and Equipment	17,000
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Sub-total Machinery and Equipment

17,000**TOTAL CAPITAL OUTLAY****347,000**

17TH STREET DOCK FUND (330 0000)

Debt Service (810)

Oregon Economic Development Department

17th Street Dock

Loan #IFA B11002 / Pmt 4 of 25 / Scheduled payoff 12/1/2034

810	6977	Principal IFA Loan	93,800
810	6979	Interest IFA Loan	41,770

Sub-total Debt Service **135,570**

Transfer to Other Fund (850)

Transfer to Capital Improvement Fund (Pumper Truck 6 or 76,500

Transfer to Parks Operation Fund 70,000

Sub-total Transfer to Other Fund **146,500**

Contingent Expenditures (910)

910	8020	Contingency	50,000
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Sub-total of Contingency **50,000**

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	3,520
		Reserved for Future Capital Requirements	

Sub-total Ending Fund Balance **3,520**

TOTAL 17TH STREET DOCK FUND 840,590



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FIDUCIARY FUNDS

FUND: AQUATIC FACILITY TRUST # 401

Basic Objectives

The Aquatic Facility Trust Fund was established by City Council Resolution No. 00-12, adopted on March 20, 2000. This is an expendable trust. The resources are used for the purpose intended by the donor such as aquatic center improvements or equipment purchases and free swim programs. The ending fund balance represents prior year donations made to assist with installing an energy efficient cover for the pool.

During 2010 collections were gathered by Friends of the Aquatic Center to purchase a cover for the pool. Donations were submitted to the City and added to by a donation made in memory of Freda Englund. The total funds restricted for purchase of pool covers is \$ 6,390.

Staffing

The Parks & Community Services Director administers this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

AQUATIC FACILITY TRUST FUND # 401

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
6,982	7,051	7,140	Beginning Fund Balance	7,300	7,300	7,300
		500	Gifts and Bequests	-	-	-
<u>69</u>	<u>109</u>	<u>80</u>	Interest Earnings	<u>150</u>	<u>150</u>	<u>150</u>
<u>7,051</u>	<u>7,160</u>	<u>7,720</u>	Total Resources	<u>7,450</u>	<u>7,450</u>	<u>7,450</u>
<u>Requirements</u>						
-	-	1,330	Materials & Services: Fee & Charge Programs	1,060	1,060	1,060
-	-	1,330	Total Expenditures	1,060	1,060	1,060
<u>7,051</u>	<u>7,160</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>7,051</u>	<u>7,160</u>	<u>7,720</u>	Total Requirements	<u>7,450</u>	<u>7,450</u>	<u>7,450</u>

2019/ 20 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

670	5895	<u>Materials & Services:</u> Aquatic Facility Fee & Charge	<u>1,060</u>
TOTAL MATERIALS & SERVICES			1,060
950	8520	Ending Fund Balance	<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND			7,450

FUND: ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST # 403

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 00-13 on April 17, 2000. The fund accounts for the gift given to the City by Mr. Don A. Goodall who wished to establish an endowment fund in memory of his parents, Harris Allen and Mabel Mae Goodall. The intent was to establish a resource which would grow and provide an additional source of revenue for library needs.

On March 7, 2005, the City Council adopted Resolution No. 05-05 to transfer the assets from the Astor Library Far East, the Library Memorial and the Dorothy Whitney Trust Funds to the Astoria Public Library Endowment Trust Fund. The assets of these fund accounts are utilized in accordance with the original guidelines established by donors.

Staffing

The Library Director administers this fund for the Library. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND # 403

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
147,072	149,223	146,600	Beginning Fund Balance	146,800	146,800	146,800
1,446	1,859	500	Gifts and Bequests	500	500	500
705	2,286	2,000	Interest Earnings	2,000	2,000	2,000
<u>149,223</u>	<u>153,368</u>	<u>149,100</u>	Total Resources	<u>149,300</u>	<u>149,300</u>	<u>149,300</u>
<u>Requirements</u>						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	2,000	2,000	2,000
-	1,450	34,180	Books Purchased from Endowment	30,380	30,380	30,380
-	1,450	37,180	Total Materials & Services	32,380	32,380	32,380
-	3,275	-	Capital Outlay	5,000	5,000	5,000
-	4,725	37,180	Total Expenditures	37,380	37,380	37,380
<u>149,223</u>	<u>148,643</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>149,223</u>	<u>153,368</u>	<u>149,100</u>	Total Requirements	<u>149,300</u>	<u>149,300</u>	<u>149,300</u>

2019 / 20 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

<u>Materials and Services (520)</u>			
520	3460	Dorothy Whitney Trust Fund	2,000
520	3465	Books Purchased with Endowment	30,380
TOTAL MATERIALS & SERVICES			32,380
740	6650	CAPITAL OUTLAY	5,000
950	8500	ENDING FUND BALANCE	111,920
TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND			149,300

FUND: CEMETERY IRREDUCIBLE # 408

Basic Objectives

The Cemetery Irreducible Fund was created to receive a portion of each grave sale and is a nonexpendable trust fund. It is governed by City Code section 1.340. The resources of this fund accumulate to provide for perpetual care at the Oceanview Cemetery once all graves have been sold. Interest earned by this fund is used for the operations budgeted in the Maintenance Department of the Parks Operation Fund (#158).

Staffing

This budget provides for no staff positions. The Finance Department monitors fund activity.

City of Astoria, Oregon
Budget Document

CEMETERY IRREDUCIBLE FUND # 408

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
864,354	868,854	885,770	Beginning Fund Balance	893,800	893,800	893,800
4,479	14,918	10,000	Sale of Graves	10,000	10,000	10,000
<u>21</u>	<u>-</u>	<u>-</u>	Interest Earnings	<u>-</u>	<u>-</u>	<u>-</u>
<u>868,854</u>	<u>883,772</u>	<u>895,770</u>	Total Resources	<u>903,800</u>	<u>903,800</u>	<u>903,800</u>
<u>Requirements</u>						
<u>868,854</u>	<u>883,772</u>	<u>895,770</u>	Ending Fund Balance	<u>903,800</u>	<u>903,800</u>	<u>903,800</u>
<u>868,854</u>	<u>883,772</u>	<u>895,770</u>	Total Requirements	<u>903,800</u>	<u>903,800</u>	<u>903,800</u>

2019 / 20 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>			
950	8520	Ending Fund Balance Reserved for Perpetual Care	<u>903,800</u>
TOTAL CEMETERY IRREDUCIBLE FUND			<u>903,800</u>

FUND: PROMOTE ASTORIA # 410

Basic Objectives

The Promote Astoria Fund was established by the adoption of City Council Resolution No. 81-36, on September 8, 1981. This fund was originally created to receive a portion of the transient room tax as required to be paid on the rental of short-term lodging within the City. City Code restricts use of the funds for activities which promote Astoria as a tourist destination. In 1993-94, the City Council approved changing the concept of this fund to promoting the region as a tourist destination.

In accordance with ORS 320.300 and as recognized by Council on June 7, 2004, 46.1% of collected motel taxes are being deposited into the Promote Astoria Fund to promote tourism and tourism facilities as defined by Oregon Laws 2003, Chapter 818.

City Council approved a 2% increase to the Transient Lodging Tax rate from 9% to 11%, beginning January, 2018 with adoption of Ordinance 17-11. HB 2267 placed restrictions on new or increased local lodging taxes so that 70% of new or increased taxes must be used for tourism promotion or tourism related facilities and 30% is unrestricted in use. Ordinance 18-03 provided for distribution of 70% of the 2% increase to Promote Astoria for the purpose of supporting Tourist related facilities maintained and operated by City Parks Departments.

Staffing

This fund provides for no staff positions. The Finance Department monitors expenditures and fund balance.

City of Astoria, Oregon
Budget Document

PROMOTE ASTORIA FUND #410

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
873,786	908,334	804,000	Beginning Fund Balance	1,252,000	1,252,000	1,252,000
	107,856	-	Gifts Bequests and Grants	4,000	4,000	4,000
898,146	1,058,745	1,230,100	Motel Tax	1,269,200	1,269,200	1,269,200
19,636	-	-	Intergovernmental Revenues	-	-	-
8,010	14,136	12,600	Interest Earnings	25,000	25,000	25,000
-	4	4,000	Miscellaneous	2,550	2,550	2,550
<u>1,799,578</u>	<u>2,089,075</u>	<u>2,050,700</u>	Total Resources	<u>2,552,750</u>	<u>2,552,750</u>	<u>2,552,750</u>
<u>Requirements</u>						
Materials & Services						
-	547	5,500	Credit Card Fees	10,000	10,000	10,000
78,047	12,606	25,000	Tourism Promotion	25,000	25,000	25,000
-	35,000	40,000	Astoria Downtown Historic District Association	40,000	40,000	40,000
12,261	668	22,000	Downtown District Parking Enforcement	22,000	22,000	22,000
47,200	50,000	50,000	Arts and Cultural Promotion	63,550	63,550	63,550
5,732	-	-	Citizens Helping in Parks (CHIPS)	-	-	-
125,000	125,000	137,370	Astoria/Warrenton Chamber of Commerce Visitor Services	161,930	161,930	161,930
180,750	180,750	198,640	Astoria/Warrenton Chamber LCTC	234,160	234,160	234,160
<u>138,020</u>	<u>134,849</u>	<u>174,650</u>	Tourism Related Facilities	<u>185,680</u>	<u>185,680</u>	<u>185,680</u>
587,010	539,420	653,160	Total Materials & Services	742,320	742,320	742,320
Capital Outlay						
-	13,000	13,000	Riverwalk - Street Ends	13,000	13,000	13,000
<u>156,518</u>	<u>271,943</u>	<u>350,000</u>	Riverwalk - Track and Trestles	<u>560,000</u>	<u>560,000</u>	<u>560,000</u>
156,518	284,943	363,000	Total Capital Outlay	573,000	573,000	573,000
Debt Service						
146,248	-	-	Heritage Square Principal Payment	-	-	-
<u>1,468</u>	-	-	Heritage Square Interest Payment	-	-	-
147,716	-	-	Total Debt Service	-	-	-
Transfers Out						
-	116,700	360,350	Parks Operations - Tourist Facilities	320,200	320,200	320,200
-	116,700	360,350	Total Transfers Out	320,200	320,200	320,200
-	-	200,000	Contingent Expenditures	350,000	350,000	350,000
891,244	941,063	1,576,510	Total Expenditures	1,985,520	1,985,520	1,985,520
<u>908,334</u>	<u>1,148,012</u>	<u>474,190</u>	Ending Fund Balance	<u>567,230</u>	<u>567,230</u>	<u>567,230</u>
<u>1,799,578</u>	<u>2,089,075</u>	<u>2,050,700</u>	Total Requirements	<u>2,552,750</u>	<u>2,552,750</u>	<u>2,552,750</u>

PROMOTE ASTORIA FUND (410 0000)

Materials & Services

675	5925	Credit Card Fees	10,000	
				10,000
678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		25,000
678	6086	Downtown District Parking Enforcement		22,000
678	6087	Arts and Cultural Community Grants		63,550
678	6089	Astoria Downtown Historic District Assoc		40,000
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		161,930
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		234,160
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	29,770	
		Mowing, Care & Maint - Smith Point	22,050	
		Mowing, Care & Maint - Portal Parks	12,130	
		Mowing, Care & Maint - People Park	8,820	
		Mowing, Care & Maint - Fort Astoria Park	8,820	
		Mowing, Care & Maint - 9th & Astor Park	7,720	
		Mowing, Care & Maint - 15th St Triangle	6,620	
		Mowing, Care & Maint - 11th St, Doughboy, Shivley & 39th - Alderbrook on Riverwalk	0	
		Mowing, Care & Maint - 8th, 17th, 6th St Pier and West Bond Triangle	25,830	
			0	
			13,230	
		Electricity for Tourism Related Facilities		
678	6092	Electricity - 16th Street	3,800	
678	6093	Electricity - Coxcomb Hill Column	4,725	
678	6094	Electricity - 1153 Duane / Heritage Square	3,400	
678	6098	Electricity - Other	9,345	
		Rest Room Maintenance Services		
678	6096	Downtown and Doughboy Restrooms	15,120	
678	6097	Tapiola and Evergreen Restrooms	7,000	
678	6097	9th & Astor, 15th & Marine Temp Restrooms	7,300	
		Sub-total for Tourism Related Facilities		185,680

PROMOTE ASTORIA FUND (410 0000)			
Sub-total Materials and Services			742,320
<u>Capital Outlay</u>			
		Improvements Other than Buildings	
730	6500	Riverwalk, Track & Trestles	560,000
730	6500	Riverwalk Street Ends	13,000
		Capital	
Sub-total Capital Outlay			573,000
<u>Transfers Out</u>			
850	7542	To Parks Operations - Tourist Facilities	320,200
Sub-total Transfer Out			320,200
<u>Contingent Expenditures</u>			
910	8020	Contingent Expenditures	350,000
Sub-total of Contingent Expenditures			350,000
<u>Ending Fund Balance</u>			
950	8520	Ending Fund Balance	567,230
Sub-total of Ending Fund Balance			567,230
TOTAL PROMOTE ASTORIA FUND			2,552,750

Arts and Cultural Community Grants:

Organization	Requests	Subcommittee Recommendations
Astoria Arts and Movement	3,000	3,000
Astoria Ferry Group	7,500	7,500
Astoria Regatta Association	15,000	15,000
Astoria Scandinavian Heritage Association	5,000	5,000
Astor Street Opry	5,000	5,000
Astoria Visual Arts	3,500	3,500
Little Ballet Theatre	4,200	4,200
Lower Columbia Q Center	5,000	5,000
Partners for the Performing Arts Center	6,500	6,500
Pier Pressure Productions	5,000	5,000
Tillicum Foundation/KMUN	3,850	3,850
	63,550	63,550

FUND: LOGAN MEMORIAL LIBRARY TRUST # 412

Basic Objectives

The Logan Memorial Library Trust was established by City Council Resolution No. 98-18, adopted on June 1, 1998 to account for the proceeds from the Lorens F. Logan Estate and any other contributions. The City of Astoria was a longstanding beneficiary of the Lorens F. Logan estate. Mr. Logan was the grandson of former Astoria Mayor Dr. W. C. Logan. During FYE June 30, 1999, the last living beneficiary of the trust died and the assets distributed to beneficiaries. The City received a bequest of stock and investments valued at approximately \$620,000. Under Oregon State Law, municipalities cannot hold stock or be shareholders in private companies, so the assets were liquidated. The bequest was specifically designated for future library construction.

During FYE June 30, 2010, legal action was taken through the “cy pres” process to modify the trust for use of extensive remodeling of the current Astoria library building. The remodeling of the library shall be accompanied by a renaming of the library to “Logan Memorial Library”.

Staffing

The Library Director administers this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND # 412

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19- 6/30/20</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
867,452	875,966	887,770	Beginning Fund Balance	908,200	908,200	908,200
8,514	13,542	15,980	Gifts and Bequests			
			Interest Earnings	18,200	18,200	18,200
<u>875,966</u>	<u>889,508</u>	<u>903,750</u>	Total Resources	<u>926,400</u>	<u>926,400</u>	<u>926,400</u>
<u>Requirements</u>						
		903,750	Capital Outlay	926,400	926,400	926,400
-	-	-	Contingency	-	-	-
-	-	903,750	Total Expenditures	926,400	926,400	926,400
<u>875,966</u>	<u>889,508</u>	-	Ending Fund Balance	-	-	-
<u>875,966</u>	<u>889,508</u>	<u>903,750</u>	Total Requirements	<u>926,400</u>	<u>926,400</u>	<u>926,400</u>

2019 / 20 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>			
730	6500	CAPITAL OUTLAY	926,400
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	-
TOTAL LOGAN MEMORIAL TRUST FUND			926,400

FUND: LIBRARY RENOVATION FUND # 414

Basic Objectives

The Library Renovation Fund was established by City Council Resolution No. 15-02, adopted on January 5, 2015 as an expendable trust fund for gifts designated for renovation of the Astoria Public Library. \$ 7,400 was received from the Estate of Ruth Jensen who was a dedicated friend of the public library and a school librarian devoted to the success of children everywhere to read well and succeed in school and in life. The Jensen bequest was specifically designated for furnishing the children's area in the renovated library.

Staffing

The Library Director administers this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

LIBRARY RENOVATION FUND # 414

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/19 - 6/30/20</u>			
<u>Actual Data</u> FYE 6/30/17	<u>Actual Data</u> FYE 6/30/18	<u>Adopted Budget</u> FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
7,415	7,488	7,590	Beginning Fund Balance	7,800	7,800	7,800
73	116	140	Gifts and Bequests			
			Interest Earnings	200	200	200
<u>7,488</u>	<u>7,604</u>	<u>7,730</u>	Total Resources	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<u>Requirements</u>						
		7,730	Capital Outlay	8,000	8,000	8,000
-	-	-	Contingency	-	-	-
-	-	7,730	Total Expenditures	8,000	8,000	8,000
<u>7,488</u>	<u>7,604</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>7,488</u>	<u>7,604</u>	<u>7,730</u>	Total Requirements	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>

2019 / 20 Budget Detail Information

LIBRARY RENOVATION FUND (414 0000)

<u>Materials and Services</u>			
730	6500	CAPITAL OUTLAY	8,000
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	<u>-</u>
TOTAL LIBRARY RENOVATION FUND			<u>8,000</u>

DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2019**

Transfers From:		Transfers To:	
General Fund		General Fund	
Non & Interdepartmental		From Building Inspection Fund	20,800
Unemployment Fund	6,000	From Emergency Communication Fund	25,000
UAP Transfer to PW	10,000	From Local Improvement Debt Service Fund	101,490
Emergency Communications Fund	443,912	From Public Works Fund	414,600
Parks/Aquatic Fund	1,111,110		
Special Police Projects Fund	1,400	Subtotal General Fund	561,890
Public Works Fund	30,000		
Subtotal General Fund	1,602,422		
Building Inspection Fund	20,800	Unemployment Fund	6,000
Emergency Communication Fund	25,000	Capital Improvement Fund	
Local Improvement Debt Service Fund		From 17th Street Dock Fund	76,500
General Fund	101,490	Subtotal Capital Improvement Fund	76,500
Public Works	48,960	Emergency Communications Fund	
Subtotal General Fund	150,450	From General Fund	443,912
State Tax Street Fund		From Public Works Fund	6,200
Public Works Fund - Streets	635,000	Subtotal Emergency Communications Fund	450,112
Subtotal State Tax Street Fund	635,000	Special Police Project Fund	1,400
Public Works Improvement Fund		Parks Operation Fund	
Public Works Capital Reserve Fund	300,000	From General Fund	1,111,110
Subtotal Public Works Improvement Fund	300,000	From 17th Street Dock	70,000
Combined Sewer Overflow (CSO) Debt Service Fund		From Promote Astoria	320,200
Public Works Improvement Fund	75,000	Subtotal Parks Operations Fund	1,501,310
Public Works Fund Sanitation	75,000	Public Works Improvement Fund	
Subtotal CSO Debt Service Fund	150,000	From CSO Debt Service Fund	75,000
Public Works Fund		From PW Sewer	629,310
Sewer	798,250	From PW Water	629,310
Water	881,170	Subtotal Public Works Improvement Fund	1,333,620
Subtotal Public Works Fund	1,679,420	Public Works Capital Reserve Fund	300,000
17th Street Dock		Public Works Fund	
Parks Operation Fund	70,000	Public Works Sewer Surcharge Trsfr	75,000
Capital Improvement Fund	76,500	Public Works Fund Sanitation	30,000
Subtotal 17th Street Dock	146,500	Public Works Fund Utility Assistance Program	10,000
Promote Astoria		Public Works Fund Streets	635,000
Parks Operation Fund	320,200	Local Improvement Debt Service Fund	48,960
Subtotal Promote Astoria	320,200	Subtotal Public Works	798,960
TOTAL TRANSFERS FROM:	<u>5,029,792</u>	TOTAL TRANSFERS TO:	<u>5,029,792</u>

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	Actual 2017-18	Actual 2018-19	Estimated 2019-20
General Fund	\$ 6,193,985	\$ 6,441,585	\$ 6,633,985
Total	<u>\$ 6,193,985</u>	<u>\$ 6,441,585</u>	<u>\$ 6,633,985</u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2019-20, a projected assessed value of \$ 819,456,119 was used. The assessed value for 2018-19 was \$ 786,104,584. The 2019-20 value represents a 3 % increase to the posted County valuation for FY 2018-19.

The budget committee authorized a levy of the full permanent rate of \$8.1738.

City of Astoria, Oregon
Property Tax Levies and Collections
Last Ten Fiscal Years

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	167,106	2.83%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	226,515	3.68%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	253,737	4.19%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%
6/30/18	7,402,292	6,973,552	94.21%	226,326	7,199,878	97.27%	222,137	3.00%

Source: Clatsop County Tax Assessor

APPENDIX

THE BUDGET PROCESS

The budget for the City of Astoria is implemented on July 1 of each year. The process begins in December, when the Finance Department distributes preliminary budget estimate forms to each department. Each department head prepares and submits estimated budget figures for the coming year, and submits them to the City Manager.

After budget estimates are prepared, the Finance Department enters the figures on Detail Budget sheets. Each department head meets with the City Manager and Finance Director to review and answer questions about specific line items. Budgeted amounts are refined during these meetings.

In the next step, the finalized expense figures are transferred to the Proposed Budget Document pages in a spreadsheet format. They are combined with projected revenue and resource information to obtain the Proposed Budget, which is presented to the Budget Committee.

By state law, the Budget Committee is comprised of the five members of the City Council (the governing body) and an equal number of citizens at large. Members of the Budget Committee are provided with background and supplemental information to assist them during the process.

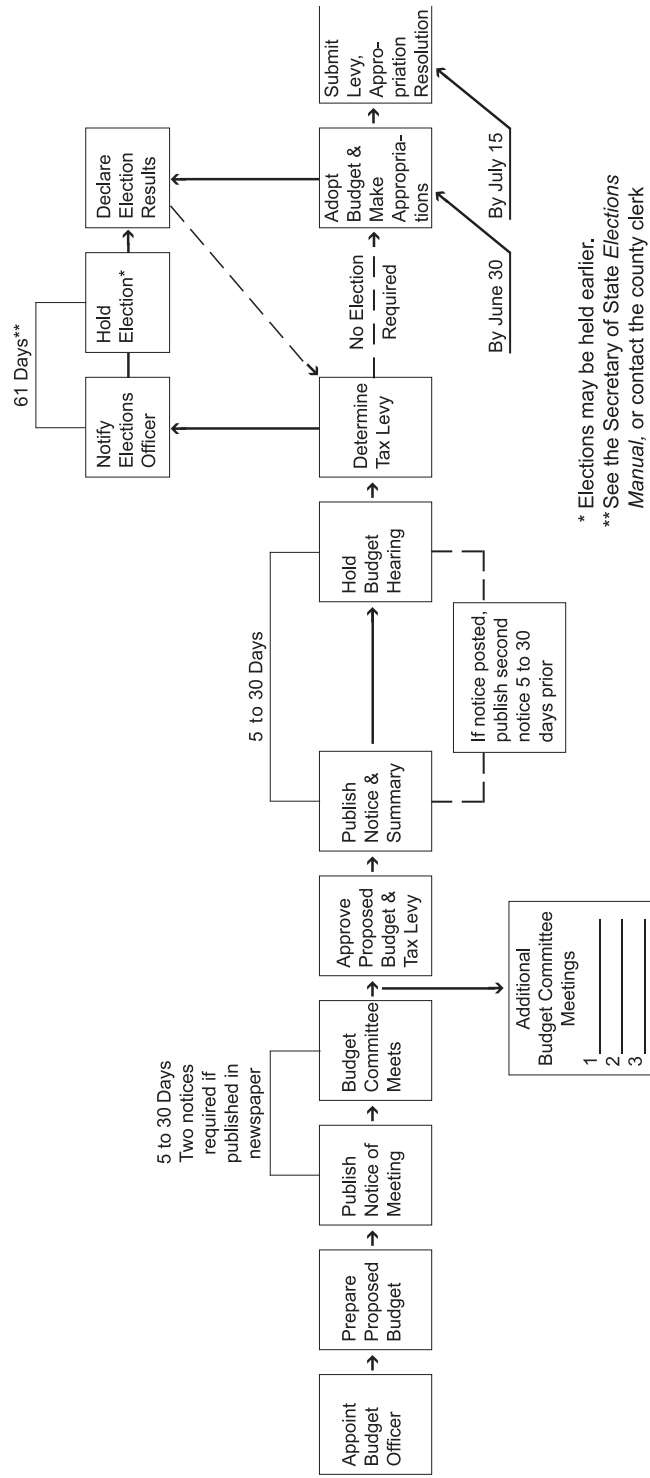
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed Budget.

After the Budget Committee approves the Proposed Budget, a summary of the Approved Budget is published in the newspaper. Copies of the complete Approved Budget document are made available to the public at City Hall. Published legal notices also notify the public of the date on which the Approved Budget is submitted to the City Council for consideration at a public hearing. After the hearing, the City Council considers a resolution which adopts the budget, makes appropriations and levies taxes or sets a tax rate to cover the cost of the budgeted items. After this resolution is adopted by the City Council, the budget is filed with the County Clerk, and the County Tax Assessor.

During the year, the City Council may authorize transfers of appropriations within a fund by resolution. This allows for contingency or other unexpended funds to be used for unexpected expenses. With a few strictly-controlled exceptions, if extra revenue is received or needed, a supplemental budget must be adopted. This requires that the normal budget process be followed, with publication notices and a hearing before the City Council. A supplemental budget must be filed in the same manner as the regular budget.

The following graphic illustrates the flow of the budget process. Following the graphic is the City's budget calendar for the 2018-19 budget preparation process that shows the dates used to meet each step of the process graphic:

The Budget Process





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Glossary of the Division of Accounts

The following definitions are found in alphabetical order under four separate headings for: Personal Services; Materials & Services; Capital Outlay; and Other.

PERSONAL SERVICES:

Personal Services includes expenditures for salaries, wages and related employee benefits provided for all persons employed by the City:

Extra Help

Includes expenditures for wages provided to all persons employed by the City on a part-time or temporary basis.

FICA Taxes

Includes employer's share of social security taxes paid on the total compensation earned by each person employed by the City. The current rate is 7.65%.

FLSA Overtime

The Federal Fair Labor Standards Act (FLSA) requires the payment of overtime when an employee works more than 40 hours per week. Astoria firefighters work a 24-hour shift schedule which requires the payment of FLSA overtime.

Holiday Pay

Includes expenditures for overtime, provided for all public safety personnel, in lieu of time off on a holiday.

Holiday Pay Overtime

Includes expenditures for overtime, provided for some personnel required to work overtime on a holiday in lieu of time off.

Insurance

Includes employer contributions for medical, dental, life and long-term disability insurance provided for all persons employed full-time.

Interfund Wages

Includes expenditures in all funds except Public Works, for all personal services, provided by persons employed by Public Works, for other funds of the City.

Overtime

Includes all compensation paid for work in excess of 8 hours in a day or 40 hours in a week, or for call back time, to all persons employed by the City.

Regular Salaries

Includes expenditures for salaries and wages of all regular full and part-time employees of the City.

Retirement Contributions

Includes employer contributions and employee mandatory contributions for all regular full- and part-time employees after 6 months and 600 hours of employment. Temporary employees may be covered if they meet PERS membership criteria for hours worked in a period of time.

Workers' Compensation

Includes employer contributions for workers' compensation insurance on all persons employed by the City.

MATERIALS & SERVICES

The Materials & Services section of the budget contains amounts to be spent for goods and services used in day-to-day operations and activities.

Advertising

Expenses for the cost of advertising in newspapers, etc.

Conferences, Meetings & Travel

Expenses incurred by employees who attend conferences and meetings related to their work duties. Also includes motor pool charges, freight and express charges, and messenger service charges.

Communication

Telephone and postage expenses.

Fee & Charge Programs

Expenses incurred for Parks & Recreation recreational and cultural special events, such as trips to plays outside of the Astoria area. The cost of each trip is generally borne by the participants who pay a fee that includes the event ticket and transportation. Also includes special programs at the Astoria Aquatic Center.

Insurance

All insurance other than that related to Personal Services. This includes liability and property insurance.

Memberships & Dues

Membership fees and dues for professional and associate groups.

Miscellaneous

Court costs and investigations, judgments and damages, information and credit services, taxes, laundry and other contractual services not otherwise classified above.

Office Supplies

Office stationery, forms, maps and other common office supplies.

Operating Supplies

Agricultural supplies, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, feed for animals, food for human consumption, fuel, oil, and lubricants, household and industrial supplies, clothing, books and computer software.

Printing & Binding

The cost of printing and binding items required to maintain operations. This may include forms, brochures, manuals and other documents such as the budget and annual report.

Professional Services

Accounting and auditing, management consulting, engineering and architectural services, special legal services, medical, dental and hospital and other professional services.

Projects Funded by Grants

Funds are budgeted here for projects that will be accomplished if anticipated grant monies are received.

Public Utility Services

Natural gas, electric and refuse service.

Rentals

Rental of land, buildings, or machinery and equipment.

Repair & Maintenance Services

Repair and maintenance of buildings, structures, improvements and equipment which is not done by City employees.

Repair & Maintenance Supplies

Building materials and supplies, paints and painting supplies, structural steel, iron and related metals, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, and other repair and maintenance supplies.

Small Tools & Minor Equipment

Items of small tools and equipment which would not be consumed or materially altered when used, but which cost less than \$100, excluding electronic equipment which must be included in Capital Outlay.

Training

Schools and workshops that enhance or maintain skills or knowledge which employees need to remain current in the technology of their position requirements.

CAPITAL OUTLAY:

Capital Outlay includes outlays that result in the acquisition of or addition to fixed assets. They are classified as follows:

- Buildings
- Improvements other than buildings
- Land
- Machinery and equipment costing more than \$100

OTHER CLASSIFICATIONS:

Some funds may have one or more of the following account categories:

Beginning Fund Balance – Prior Year Actual Basis

A fund balance that may include the net available of cash, fixed assets, value of inventory, accounts receivable and liabilities of the fund as stated in the financial statements according to Generally Accepted Accounting Principles.

Beginning Fund Balance – Budgetary Basis

All funds are proposed with the estimated cash balance in the fund at the beginning of a fiscal year. This cash balance may differ significantly from the prior year actual ending fund balance.

Contingent Expenditures

An undesignated appropriation to accommodate unanticipated expenditures that become known after the budget is adopted. Funds are transferred to the appropriate department/fund by resolution of the City Council.

Debt Service

Expenditures for repayment of principal and interest on bonds and loans.

Ending Fund Balance

The appropriation budgeted to remain in a fund at June 30. This amount is carried over as the Beginning Fund Balance for the next fiscal year to allow for continued operations until budgeted revenues are received.

Loan Disbursements

The loan of grant proceeds to qualified owners of low income property to make improvements to maintain and improve the housing stock available to low income residents.

Special Payments

Extraordinary expenses not normally associated with fund budgeting. Specifically, these include payments from a revolving loan program to local businesses for improvement projects.

Transfers to Other Funds

Funds transferred from one fund to another to pay for the cost of services provided by the receiving fund.